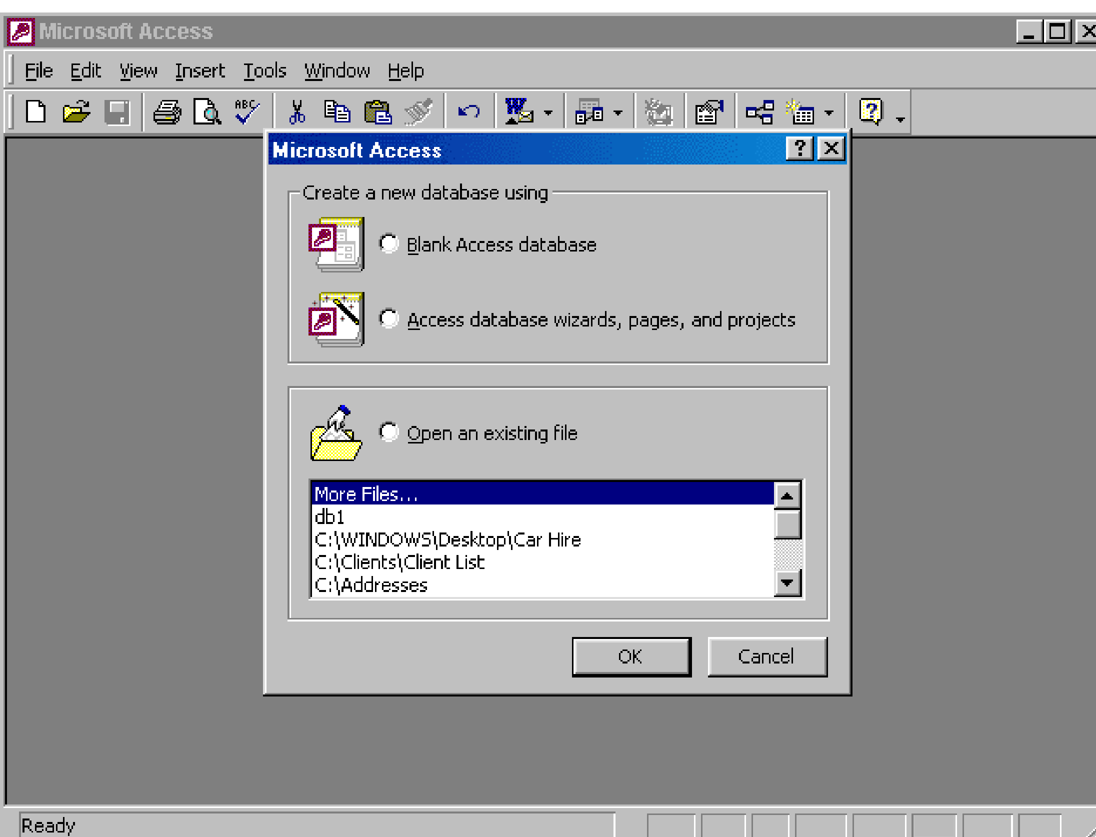
Which **two** of these statements about referential integrity are **true**?

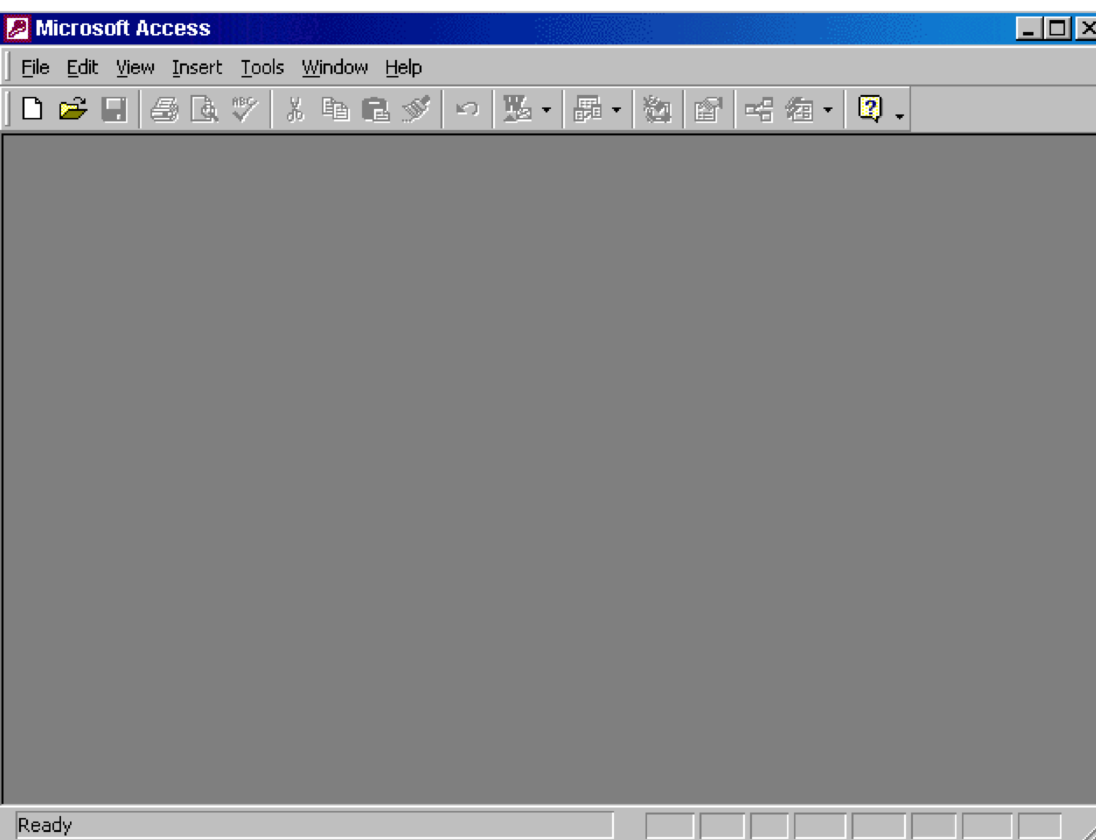
- ○ If a record in a parent table has a related child record, referential integrity prevents you from deleting the parent record.
- ○ In Access, referential integrity is enforced by typing in a rule.
- ○ You can set rules about referential integrity in a one table database.
- ○ Referential integrity ensures that records in linked tables are automatically updated when changes are made.
- ○ A child record cannot be entered unless it has a parent in the database if referential integrity is used.

- o **If a record in a parent table has a related child record referential integrity prevents you from deleting the parent record**
- o **A child record cannot be entered unless it has a parent in the database if referential integrity is used**



Log on to the database named Car Hire with the username icoffey and password ken*72

Select open an existing file → select c:\windows\desktop\car hire → ok → type icoffey in the name box → ken*72 in the password box



Create a new blank database.

Click on the new tool from the database toolbar → select database → ok

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Customers : Table

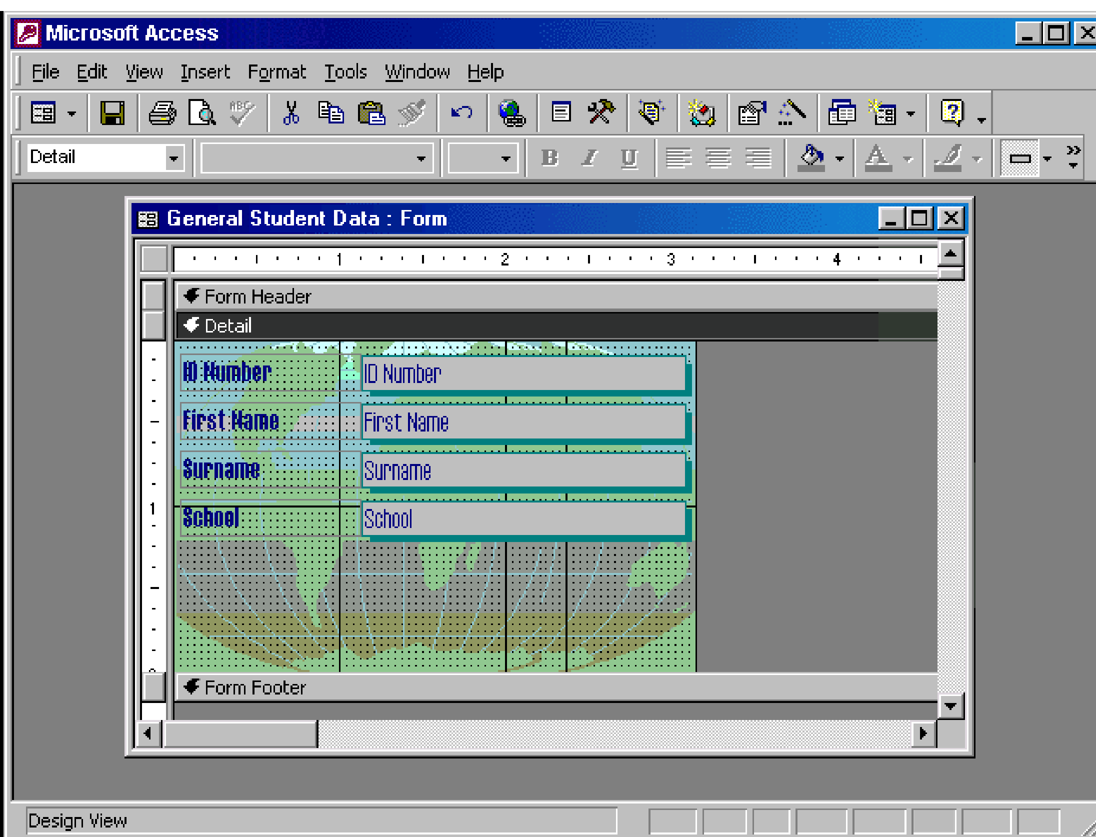
Customer ID	Company Name	Billing Address	Contact First Name	Co
1	Brinks China	7 Earl St	Joan	Sui
2	Babel	10a North Wall	Thomas	Rei
3	Amber Lighting	Gray Park	Joe	Kei
4	Crinleys	28 Thomas St	Kumar	Gu
5	Trident Pillows	Knowles Alley	Larry	Hin
6	Sayalot	Chatam St	Omar	Sal
7	SlumberWell	Meeting Sqr	Pierre	Vin
8	Oyster Pond	47 Oriel Road	Anna Maria	Sin
9	Giant Arm	31 White's Strand	Francesca	Ch:
10	Harry Sumara	31 Smiths Terrace	Lisa	Wa
11	Rest A While	Cookes Corner	James	Ry:
12	Storeys Best	8b Sheffield Way	Joseph	Stc
13	The Vineyard	11 The Retail Centre	John	Cui
14	Petunia Florists	14 Blackthorn Park	Petunia	Cla

Record: 15 of 15

Datasheet View

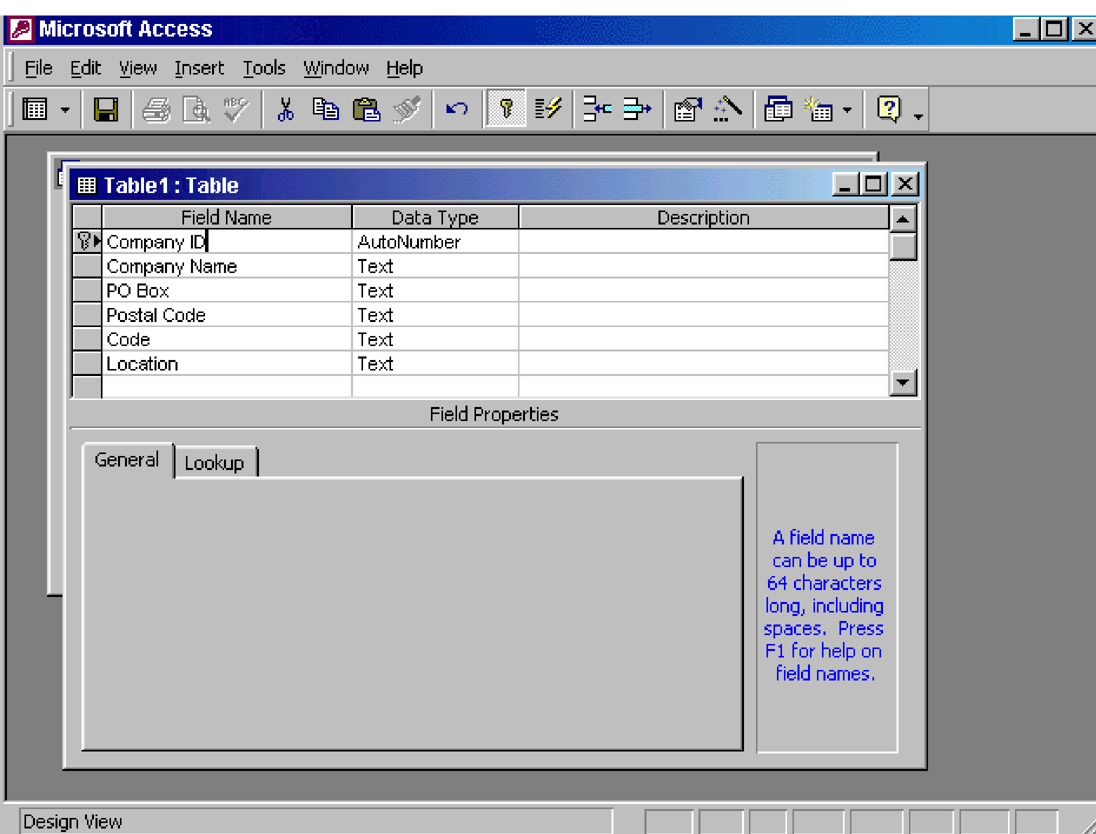
Use Microsoft Access Help to find information about decimal numbers.

Help → Microsoft access help → type decimal numbers → search



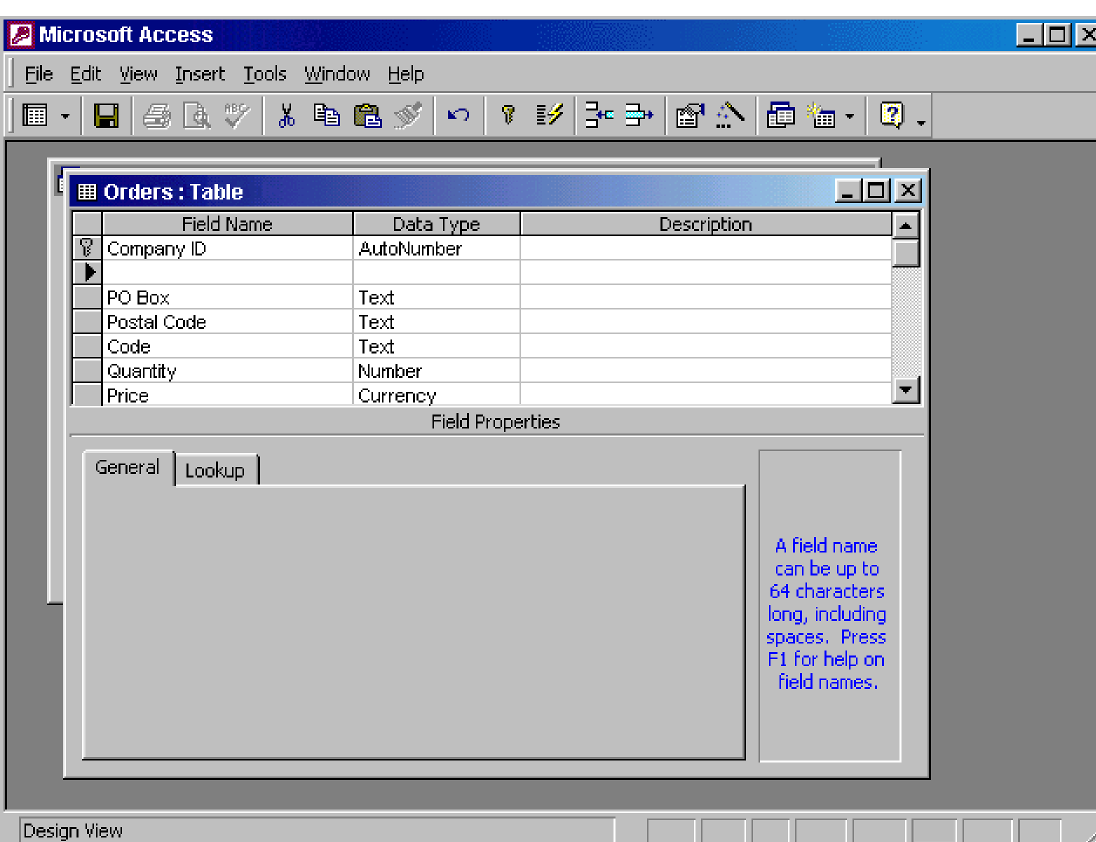
Hide the Formatting (Form/Report) toolbar.

View → toolbars → select formatting (form/Report)



Save the above table and give it the name Sales.

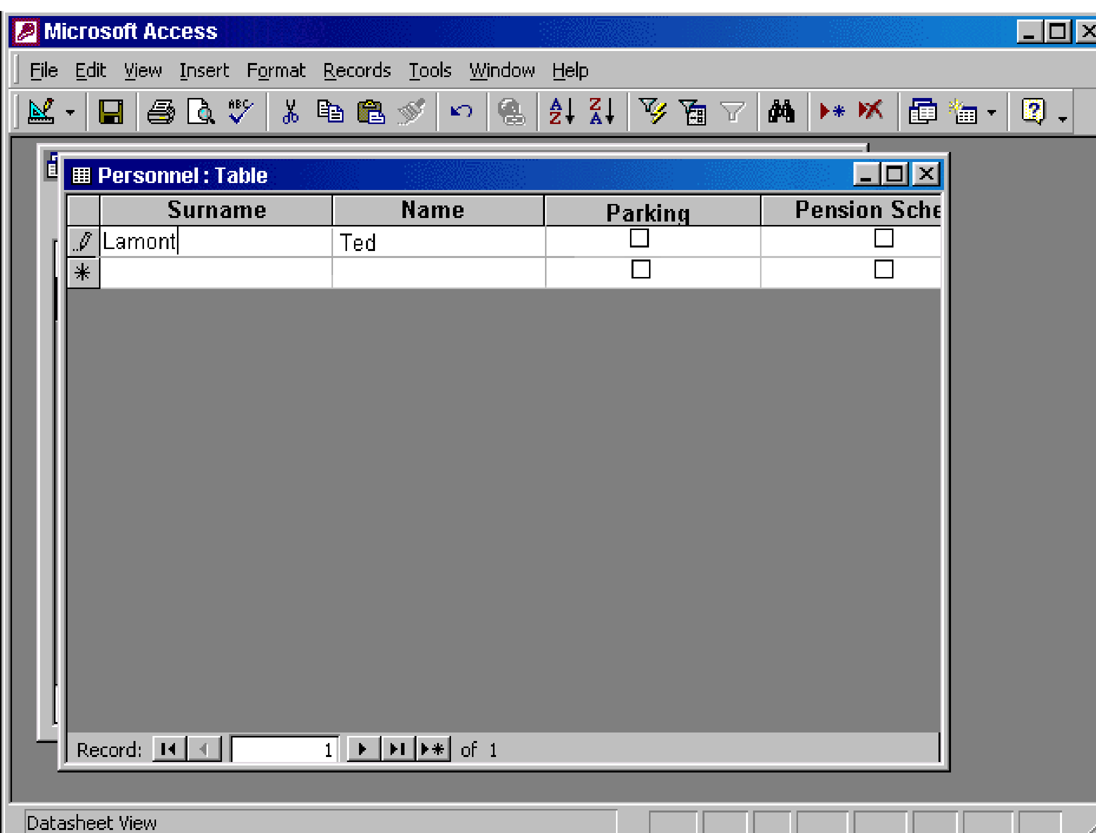
Click on the save tool from the table design toolbar → type Sales → ok



Enter the field name **Contact Name** into the empty row.

When you have finished, move the insertion point to the **Data Type** column.

Type Contact Name → press Tab from the keyboard



Change the entry in the Surname field of this record to Dawson.

Move to the next field in this record when you have finished.

Use the back space from the keyboard to delete Lamont → type Dawson → press Tab from the keyboard

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Customers : Table

Customer ID	Company Name	Billing Address	Contact First Name	Co
1	Brinks China	7 Earl St	Joan	Sur
2	Babel	10a North Wall	Thomas	Rei
3	Amber Lighting	Gray Park	Joe	Keil
4	Crinleys	28 Thomas St	Kumar	Gup
5	Trident Pillows	Knowles Alley	Larry	Hin
6	Sayalot	Chatam St	Omar	Sah
7	SlumberWell	Meeting Sqr	Pierre	Vin
8	Oyster Pond	47 Oriel Road	Anna Maria	Sim
9	Giant Arm	31 White's Strand	Francesca	Cha
10	Harry Sumara	31 Smiths Terrace	Lisa	Wa
11	Rest A While	Cookes Corner	James	Rya
12	Storeys Best	8b Sheffield Way	Joseph	Sto
13	The Vineyard	11 The Retail Centre	John	Cur
14	Petunia Florists	14 Blackthorn Park	Petunia	Cla

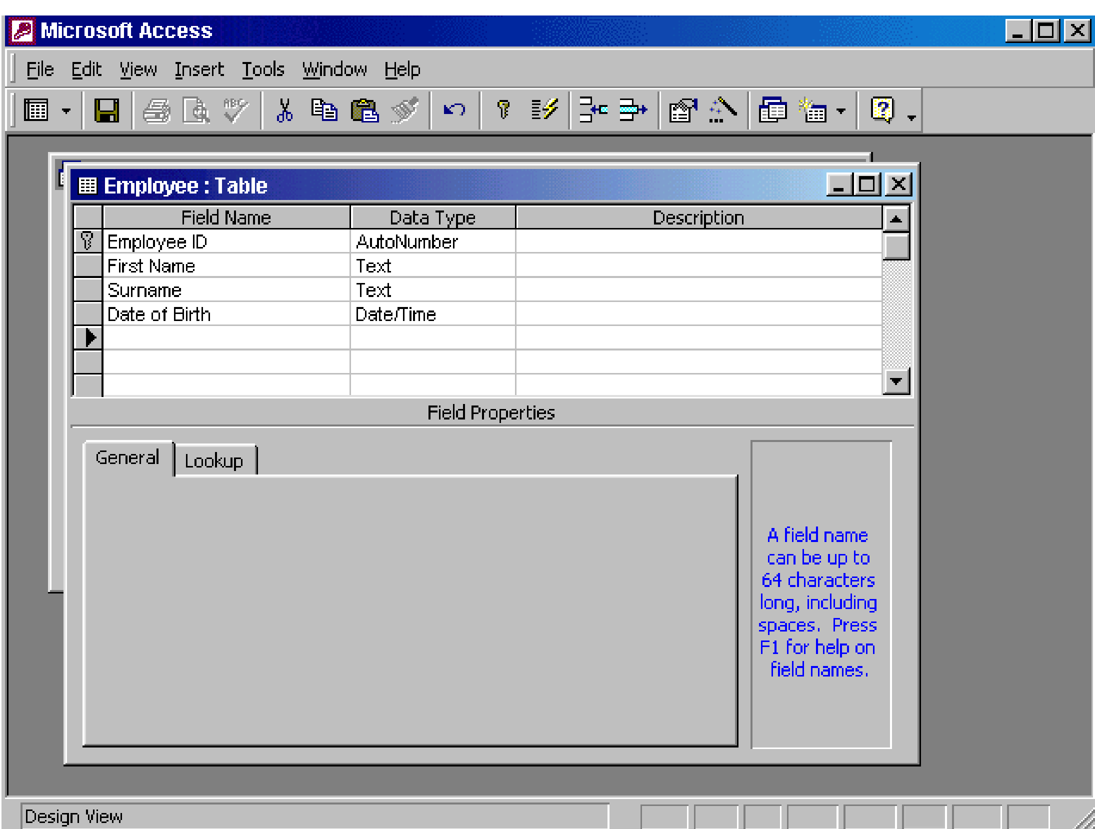
Record: 2 of 590

Datasheet View

Navigate quickly to the last record in this table.

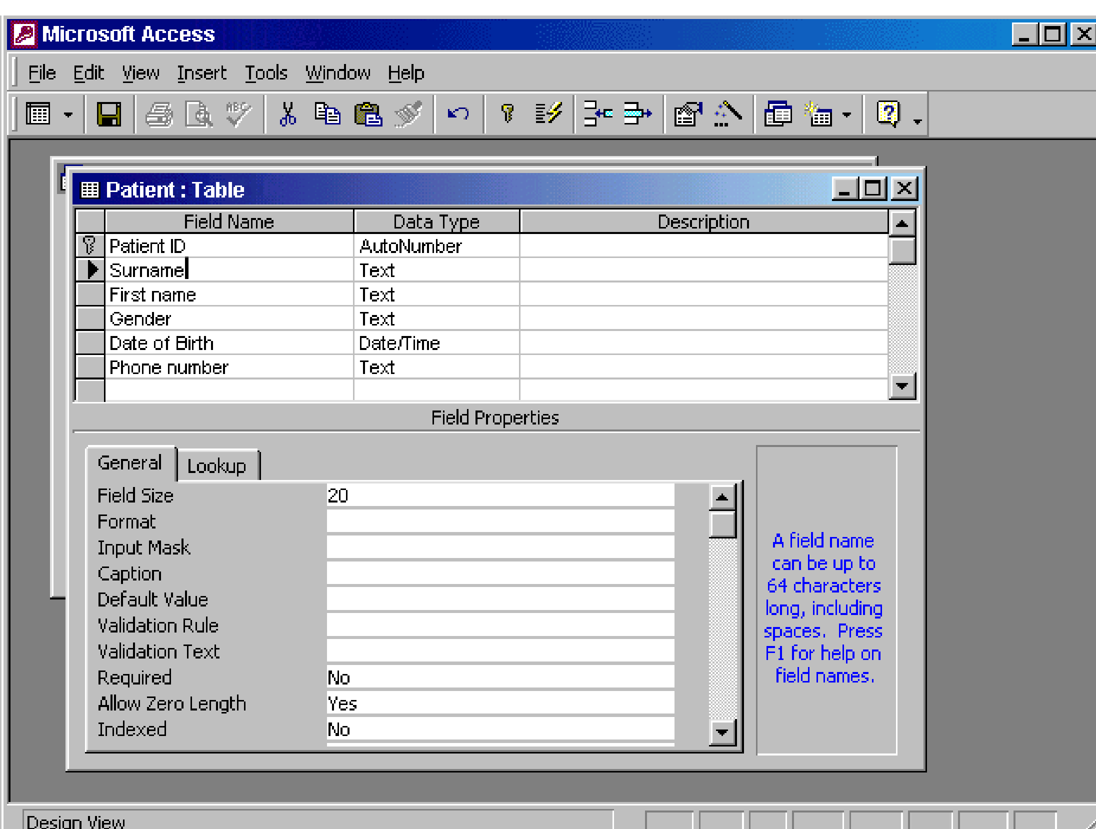


Click on the button



Save and close this table.

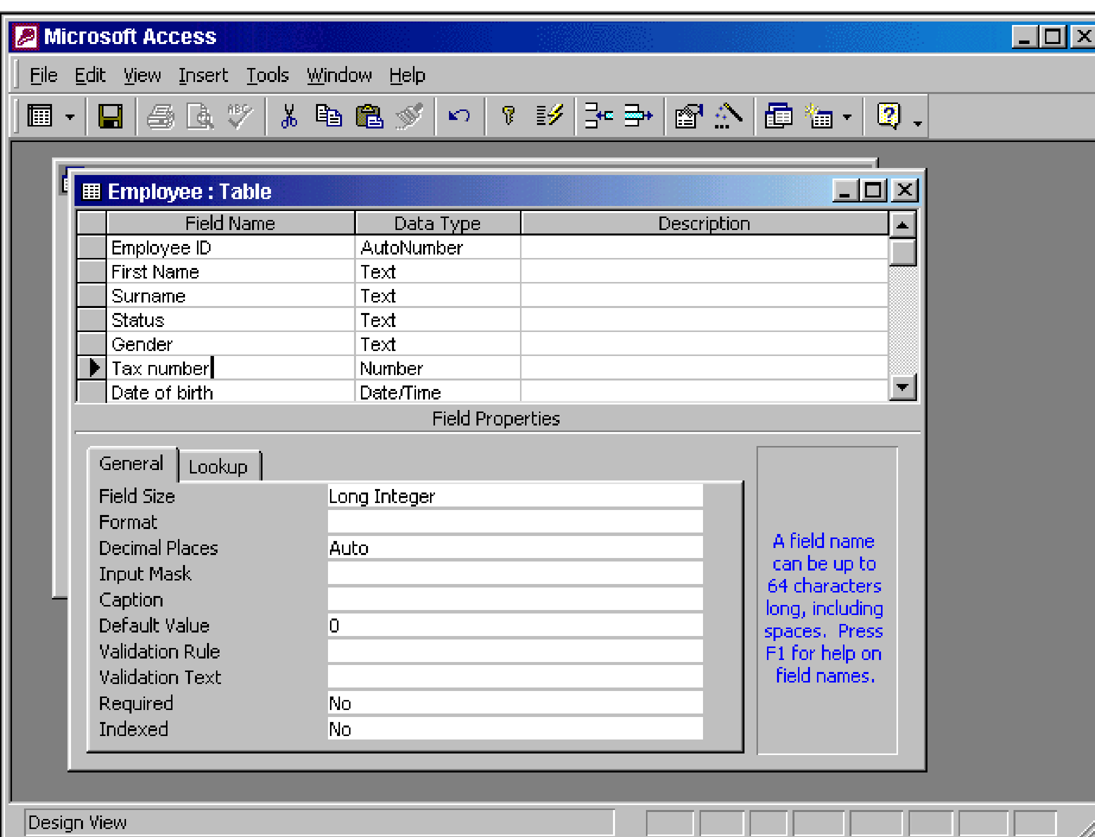
Click on save tool from the table design toolbar → close the table



The Surname field will be used in a lot of searches, so we should index it.

Create a suitable index for this field.

In the indexed box → choose yes (duplicates ok)



Specify that dates of birth in this table display in the format 12 November 2000.

Put the insertion point in the Date of birth field → in the format box → select long date

Which **one** of the following statements about setting the field size property in a table is **True**?

- ○ If you change the Stock Ref field size property to 15, existing data will not change.
- ○ If you decrease the Stock Ref field size, data will not be lost.
- ○ You cannot change the Stock Ref field size because the table contains data.
- ○ If you increase the field size for the Stock Ref field, the data will be processed faster.

Stock : Table

Field Name	Data Type
Stock Ref	Text
Stock on order	Number

Field Properties

General | Lookup

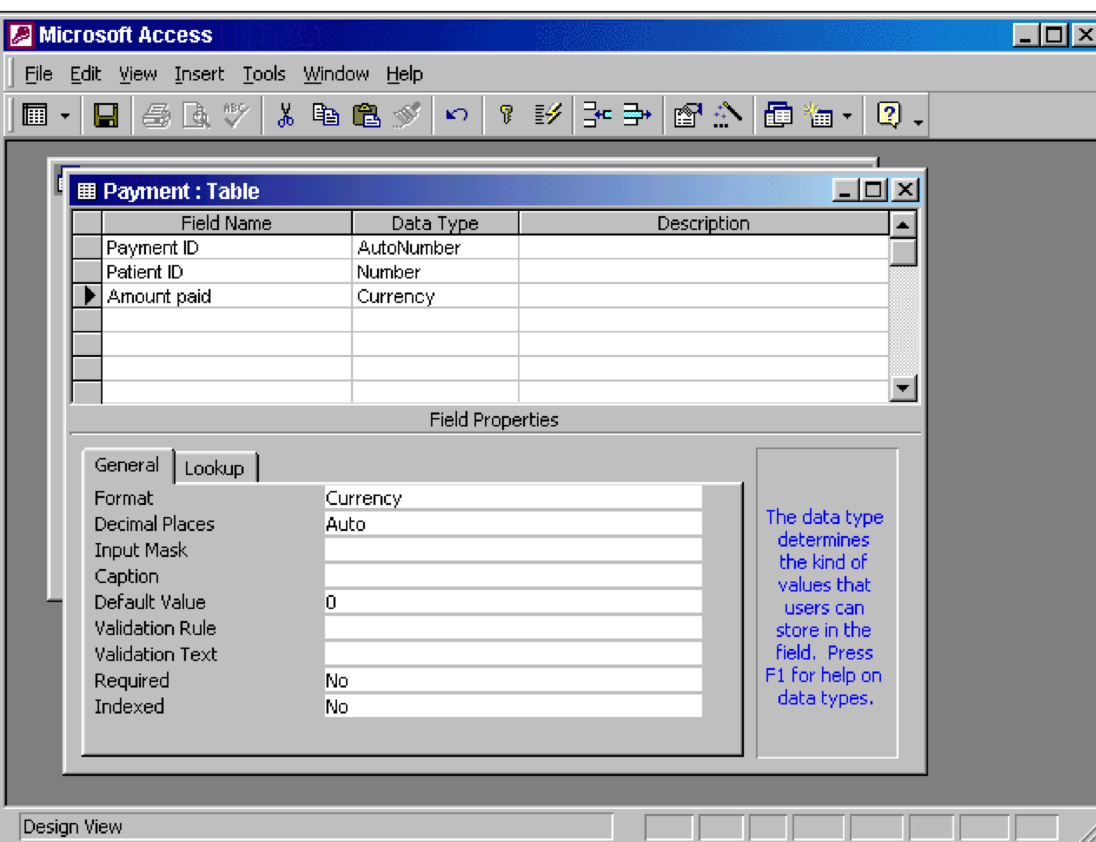
Field Size	14
Format	

Stock : Table

Stock Ref	Stock on order
RB-123-578-467	3500
	0

Record: 1 of

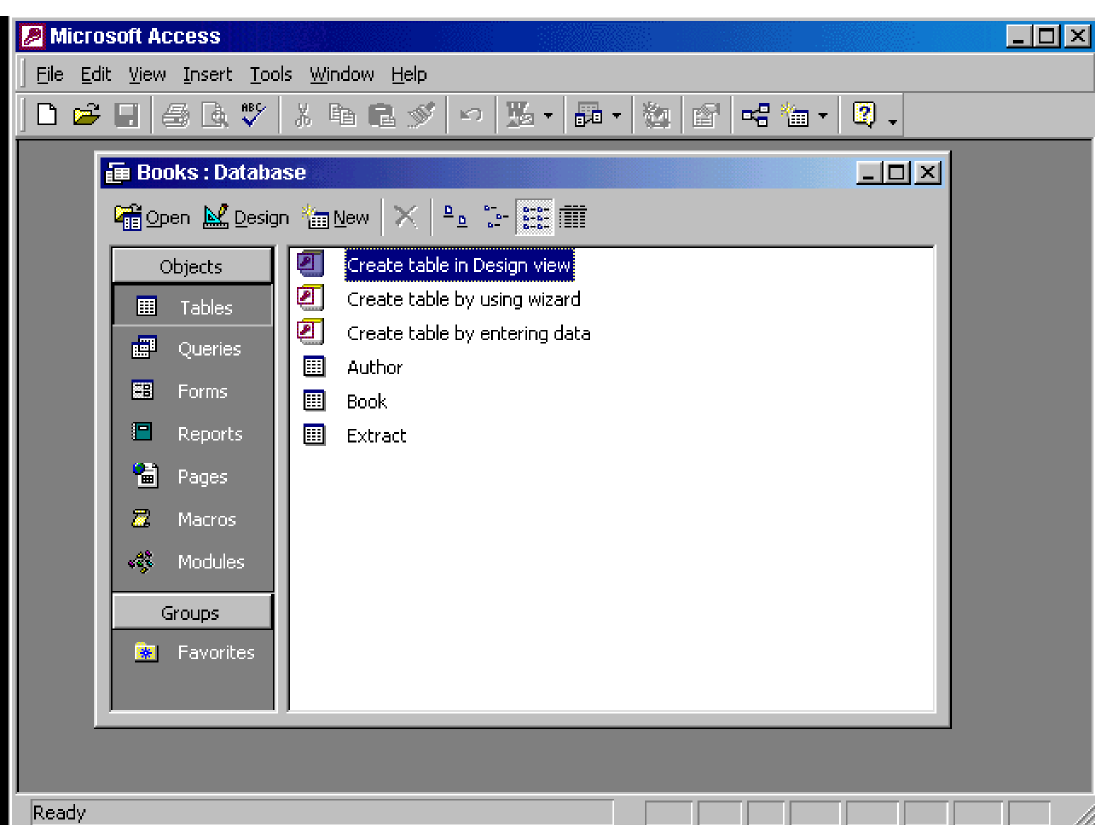
- **If you change the stock Ref field size property to 15 existing data will not change**



Enter a validation rule to ensure that entries into this field must be numbers greater than 10.

Press Enter when you have finished.

In the validation Rule box type >10 → press enter from the keyboard



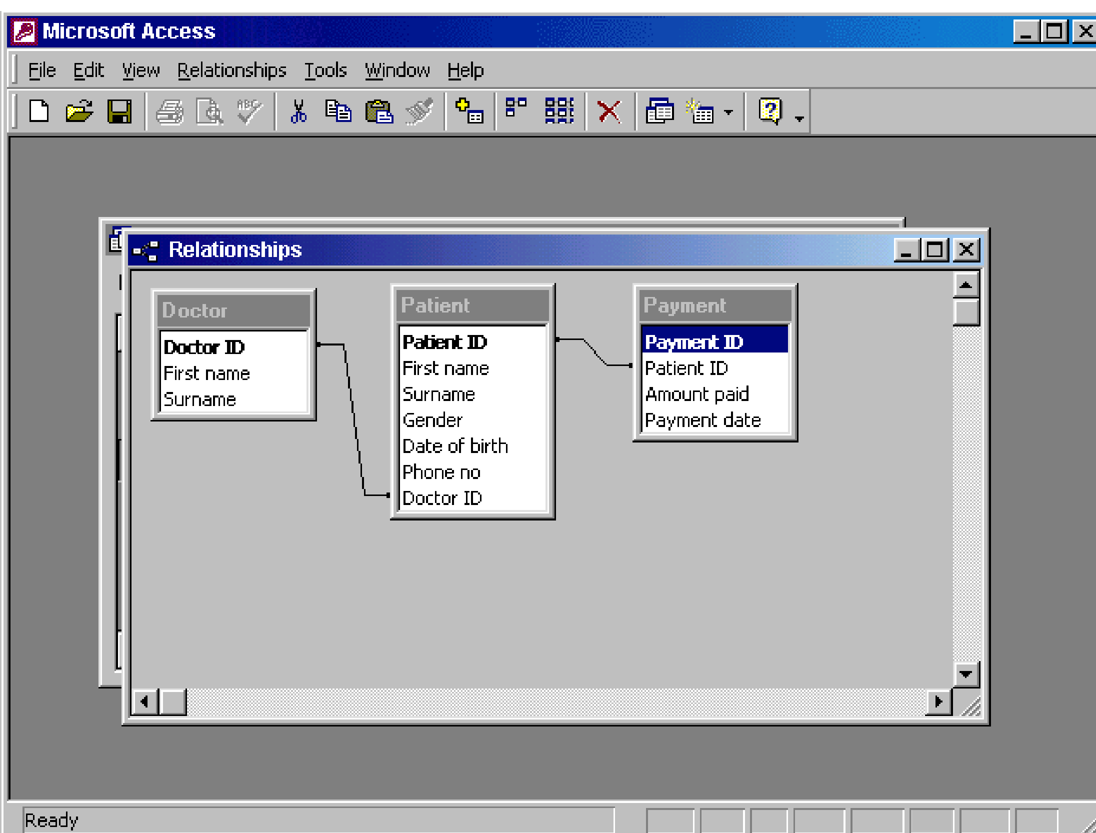
Each author has written a number of books.
Set up a one-to-many relationship between the Book and Author tables.

Click on the Relationships tool in the database toolbar → click on the **Author ID**

Author
Author ID
First name
Surname
Nationality

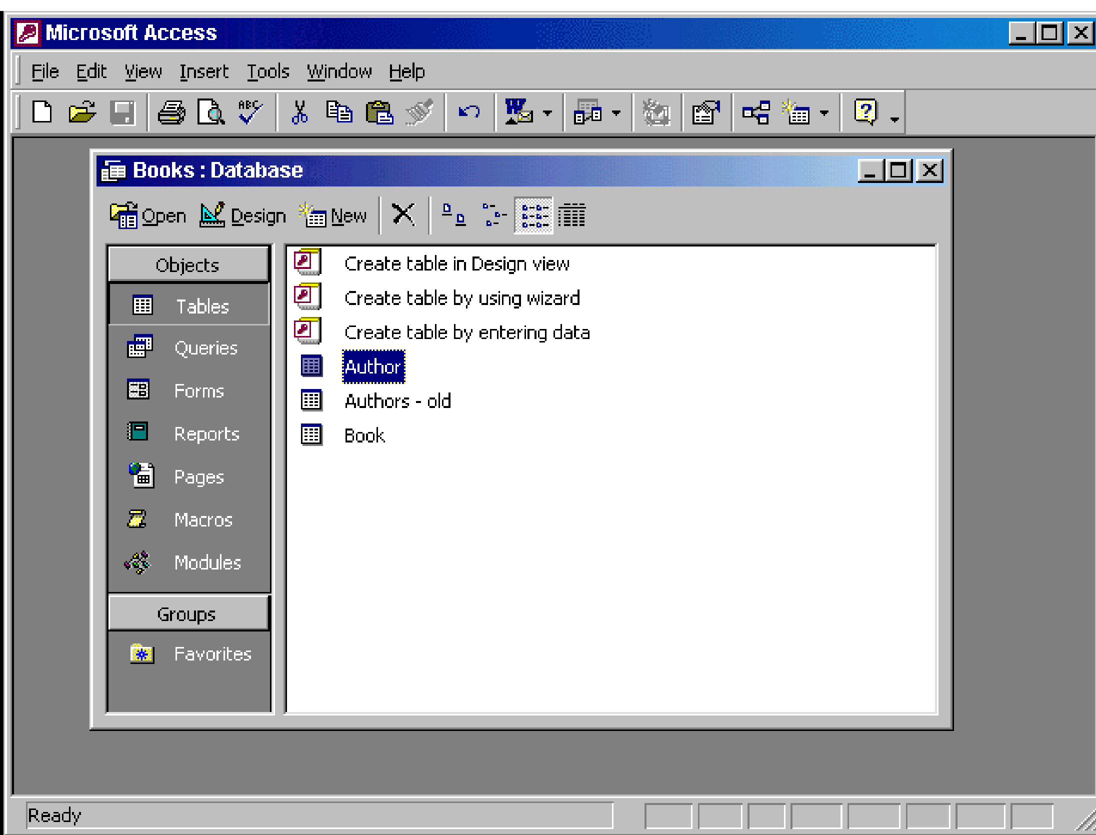
drag and drop it to the Author ID

Book
Book ID
Title
ISBN
Author ID
Publisher
Year published



The **Payment** table contains billing details for each patient.
Edit the relationship between the Payment and Patient tables to prevent a patient who has made a payment from being deleted.

Right click on the line between Patient table and Payment table → select Edit Relationship ….. → check the Enforce Referential Integrity → ok



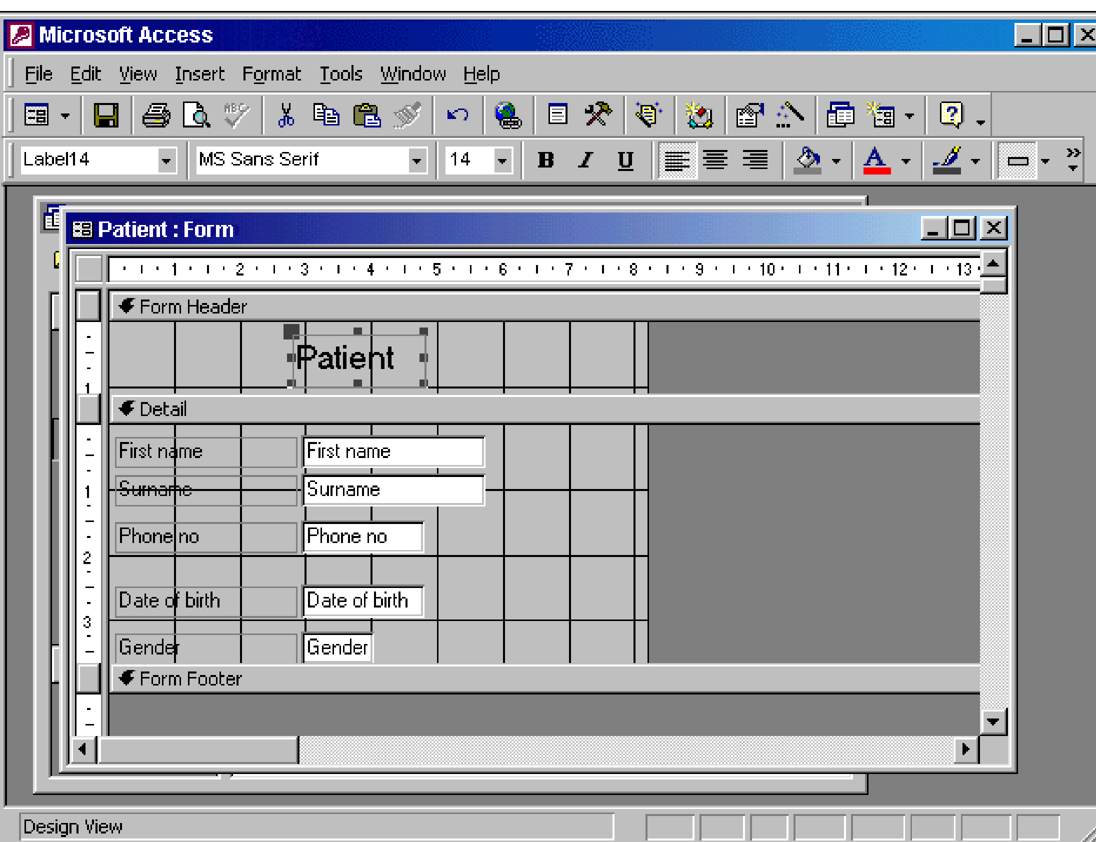
Access the option that would enable you to create a new form without the help of a Wizard.

Select forms from the objects pane → double click on the create form in Design view

The book in record 5 is no longer available.

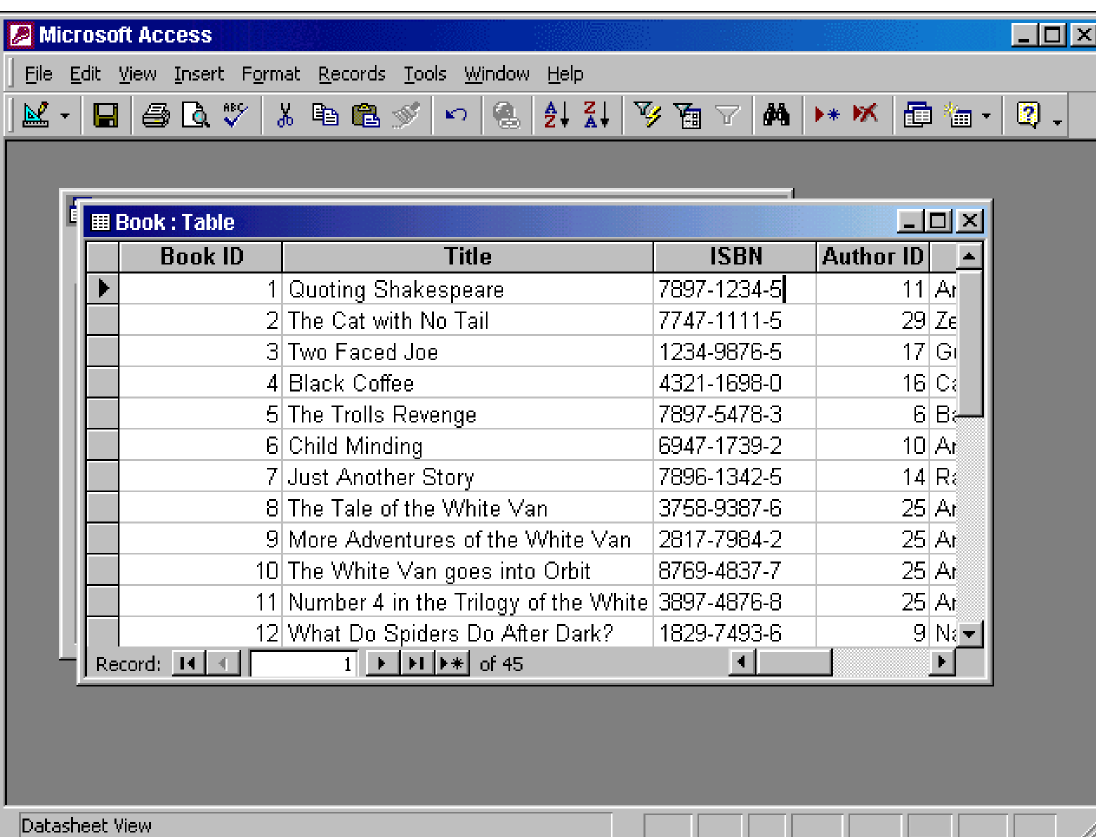
Delete this record from the database.

Click on the Delete Record tool from the form view toolbar → yes



Alter the header text to **Patient details** and press the Enter key when you have finished.

Click on the Patient box and type details → press enter from the keyboard



Use the search tools provided by Access to find the book with the unique (ISBN) code 3546-1236-7.

Edit → find → type 3546-1236-7 in the find what box → click find next button

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Employee : Table

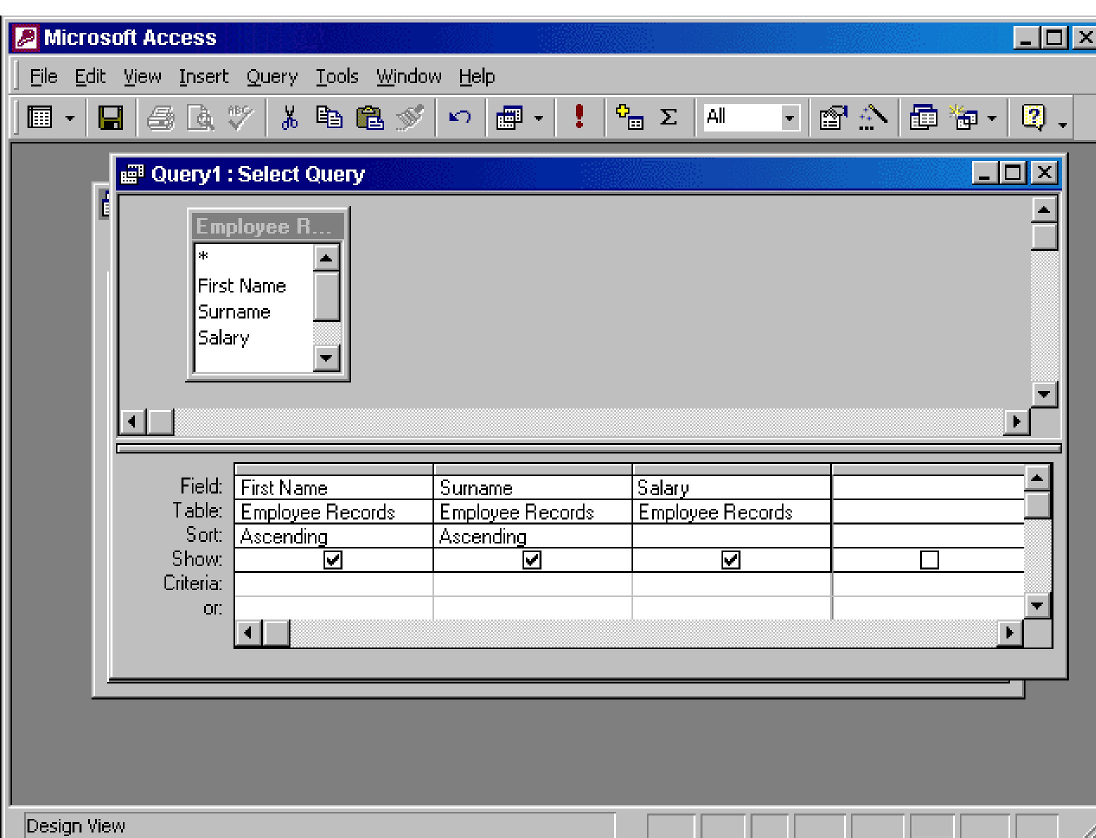
First Name	Surname	Birth Date	Salary	Days Sick	Home Phone	Address
Barbara	Norton	15-Jun-49	13,000	0	01-2830622	
Saul	Khan	25-Jan-78	14,000	2	01-4733789	
Anne	Mars	02-May-56	10,000	4	01-4546256	
Michael	Sirius	14-Feb-63	25,000	0	01-8394692	
Jim	Bradley	09-Oct-49	22,000	3	01-6741517	
Robert	Fraser	06-Jan-82	10,500	6	01-8394725	
Harry	Sumara	23-Sep-71	27,000	1	01-4733160	
Margaret	Brady	13-Jul-81	10,800	0	01-6741323	
Gwen	Mati	23-May-70	23,000	5	01-4546112	
Robert	Wilson	06-Sep-49	17,000	2	01-6741892	
Peter	Lamburn	20-Aug-43	15,000	1	01-2830564	
Terry	McKenna	01-Apr-53	22,000	3	01-4793444	
Paul	Auster	09-Jul-62	28,500	7	01-6741789	
Vivienne	Green	18-Oct-54	25,000	0	01-6741663	
Hermione	Granger	29-Mar-77	12,000	1	01-4546776	
Don	Rexton	05-Dec-67	22,000	3	01-2830362	
Aishling	Evans	31-Mar-67	24,500	4	01-4546248	

Record: 18 of 18

Datasheet View

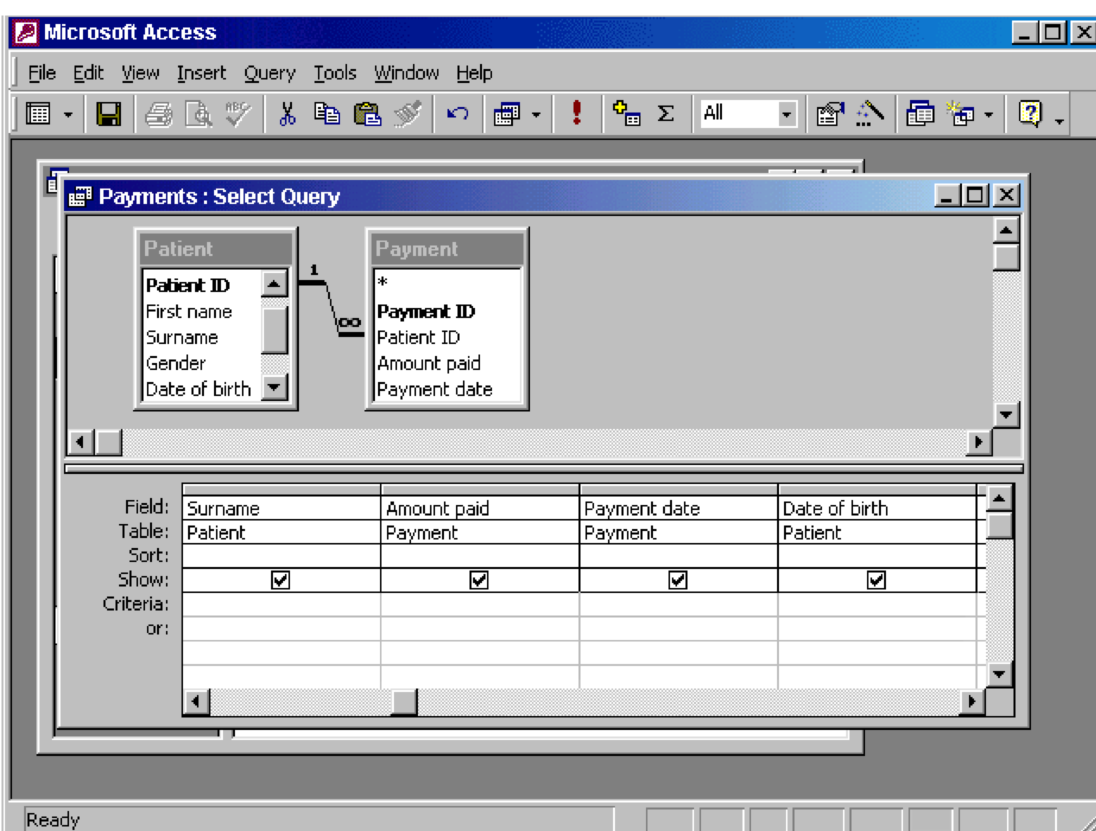
Use **Filter By Selection** to filter the records of all employees whose First Name begins with **S**.

In the first name select the **S** letter from the word Saul → click on the filter by selection tool from the Table datasheet toolbar



Save the above query and give it the name Employee Salaries.

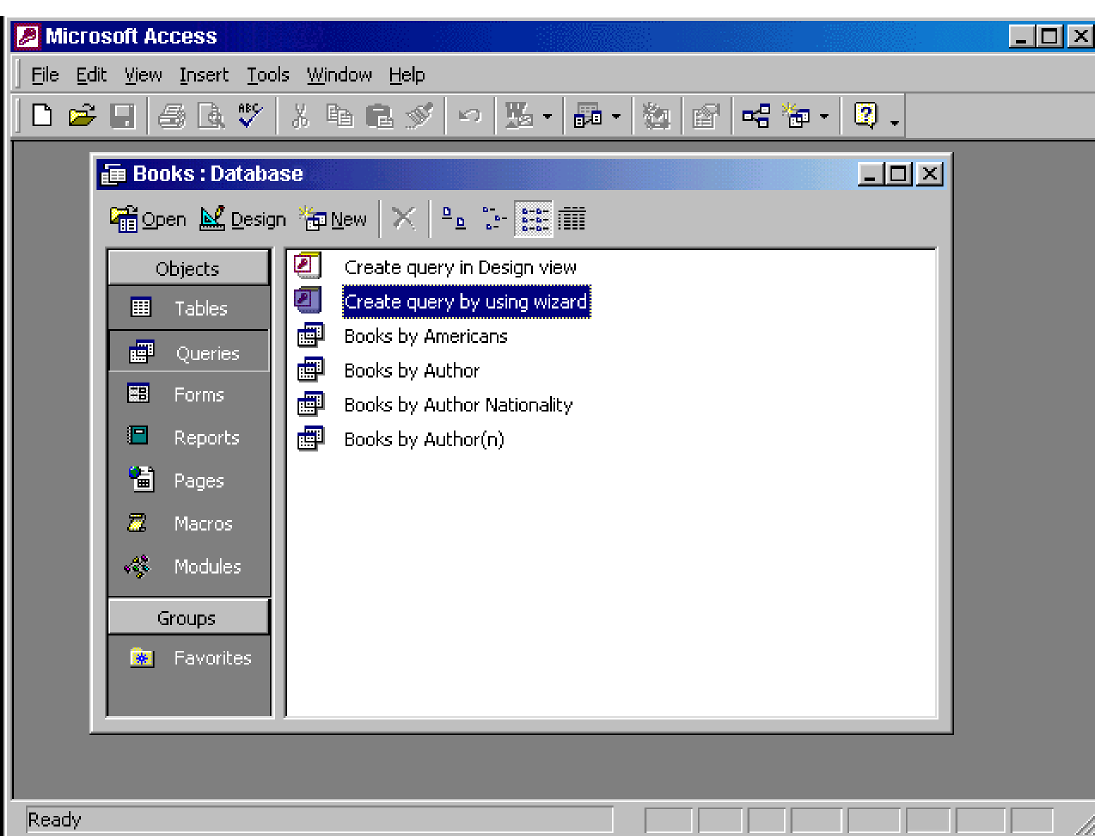
Click on save tool → type the name Employee Salaries → ok



Find all payments made on or after 06/06/2002.

Press Enter when you are finished.

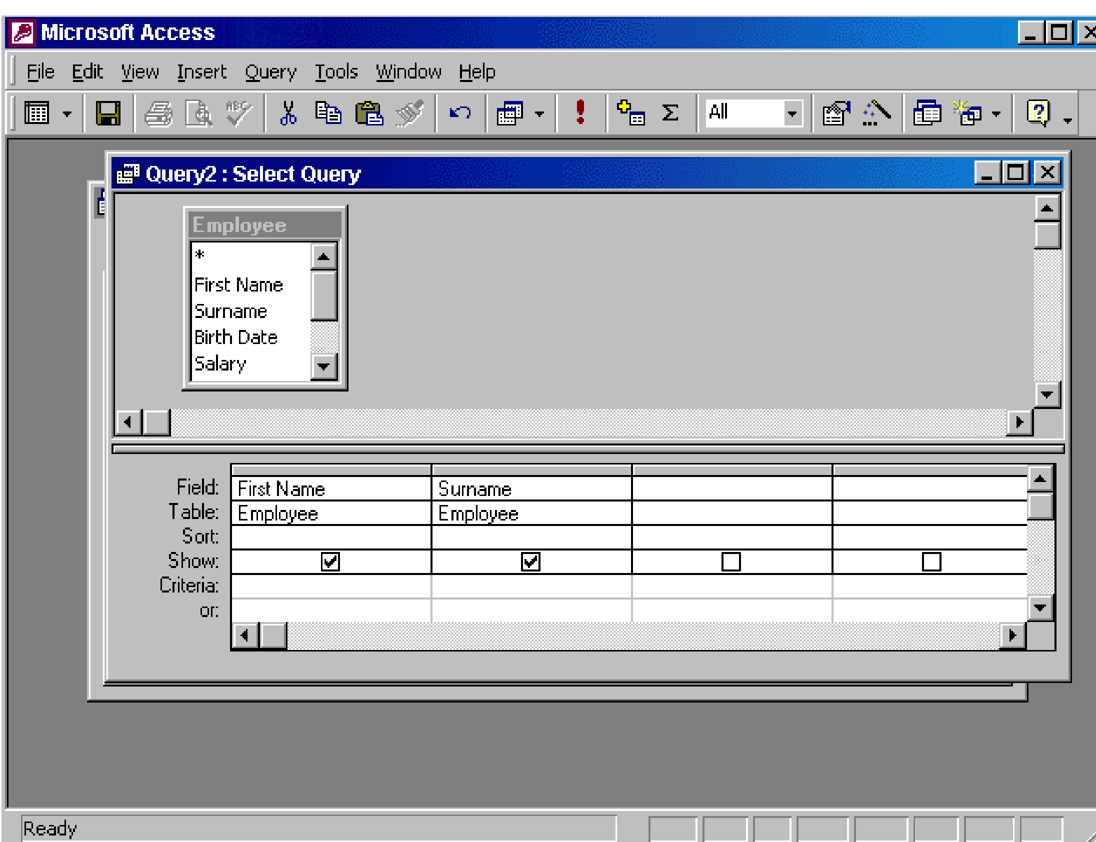
In the payment date column → in the criteria box → type >= 06/06/2002 →press enter



We no longer need the query, Books by Americans.

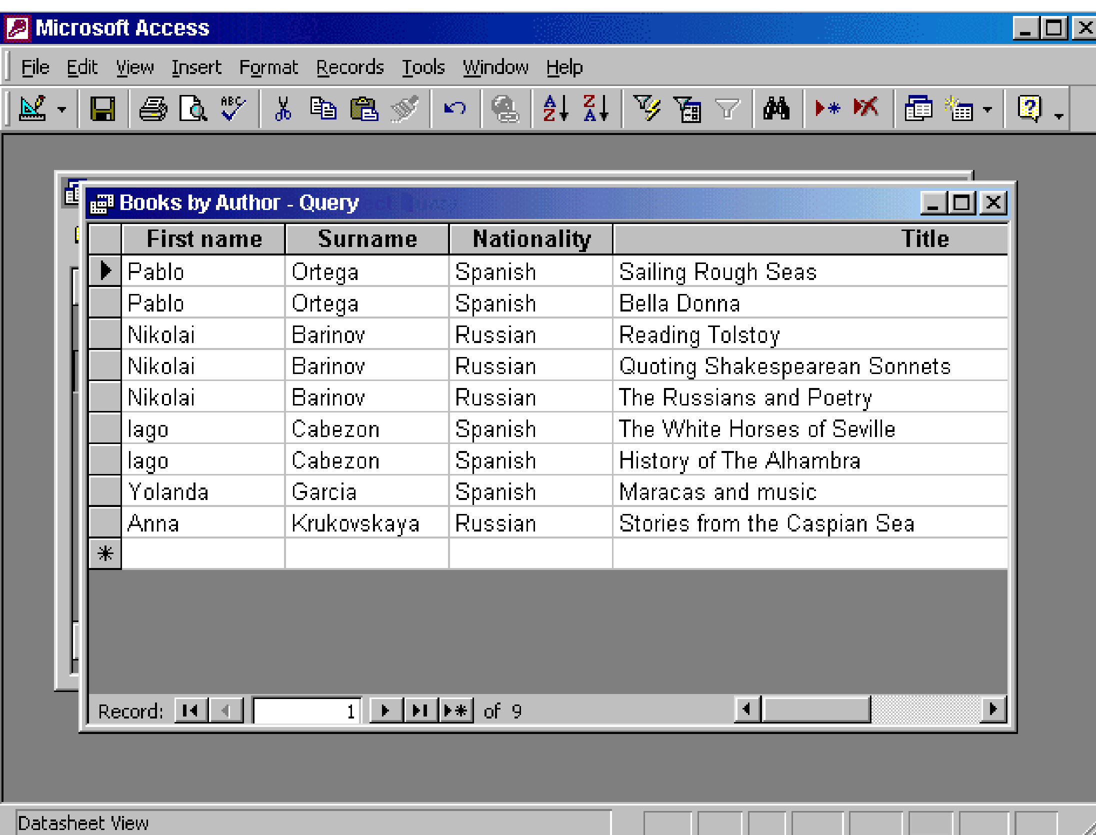
Delete this query now.

Right click on the Books by Americans → select Delete → yes



Add the appropriate field from the **Employee** table to the **3rd column** of the grid so that this query will be able to sort employee records according to their **age**.

In the third column → in the field box → use the drop down list to select the Birth Date



First name	Surname	Nationality	Title
Pablo	Ortega	Spanish	Sailing Rough Seas
Pablo	Ortega	Spanish	Bella Donna
Nikolai	Barinov	Russian	Reading Tolstoy
Nikolai	Barinov	Russian	Quoting Shakespearean Sonnets
Nikolai	Barinov	Russian	The Russians and Poetry
Iago	Cabezon	Spanish	The White Horses of Seville
Iago	Cabezon	Spanish	History of The Alhambra
Yolanda	Garcia	Spanish	Maracas and music
Anna	Krukovskaya	Russian	Stories from the Caspian Sea

Change this query so that it will just find books by Spanish authors, and then run the query.

Click on the view tool from the Query datasheet toolbar → use the back space to delete the word Russian and or and then press the button Run from the query design toolbar

Nationality
Author
☑
"Russian" Or "Spanish"

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Payments : Select Query

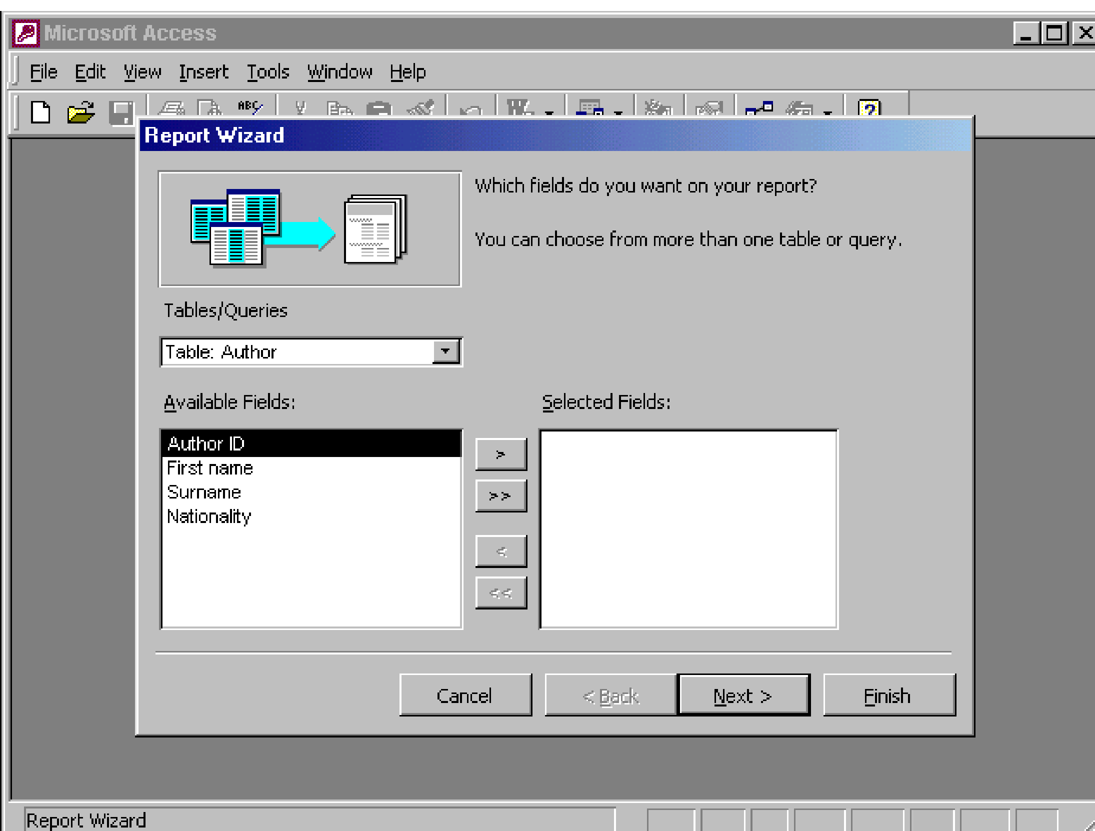
First name	Surname	Amount paid	Payment date	Date of bi
Aaron	Gonzalez	45.00	01/14/2002	02/06/1
Cathryn	Miller	45.00	01/14/2002	02/01/1
Martin	Gorma	120.00	01/21/2002	04/03/1
Alain	Prouse	45.00	01/21/2002	01/23/1
Didier	Poirrot	10.00	01/22/2002	04/22/1
Klaus	Merton	75.00	05/31/2002	10/23/1
Caroline	Zeebacher	35.00	06/04/2002	05/14/1
Claudia	O'Neill	86.00	06/15/2002	01/13/1
Wolf	Chang	150.00	09/11/2002	06/13/1
Silva	Bandero	111.00	09/12/2002	01/01/1
Michael	Seeland	45.00	12/20/2002	07/30/1
Michael	Seeland	45.00	01/02/2003	07/30/1

Record: 11 of 14

Datasheet View

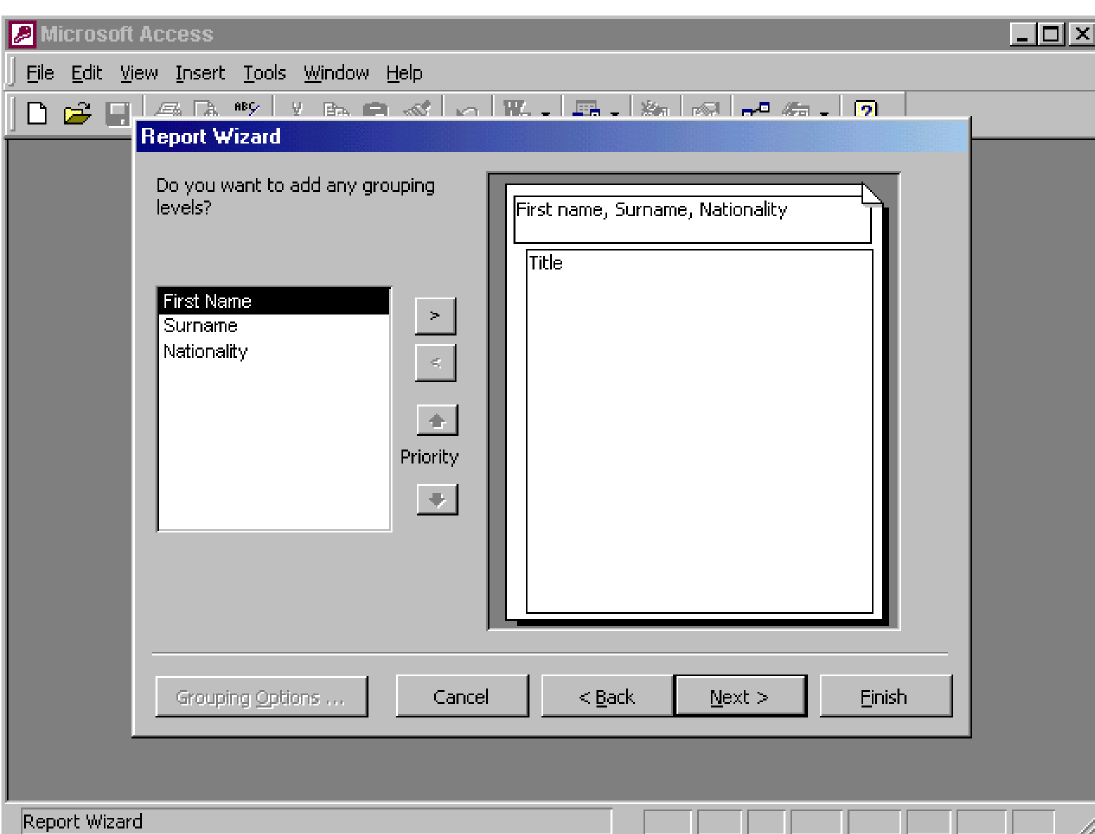
Sort this query so that the most recent payments display at the top of the datasheet.

Put the insertion point in the payment date field → click on the sort descending tool from the Table datasheet toolbar



A Wizard is being used to create a new report.
Base this report on the Extract table, and add all the fields from the table to the report's design.
Click the Next button to submit your answer.

From the Tables/Queries drop down list select Table: Extract → click on → click on the Next button

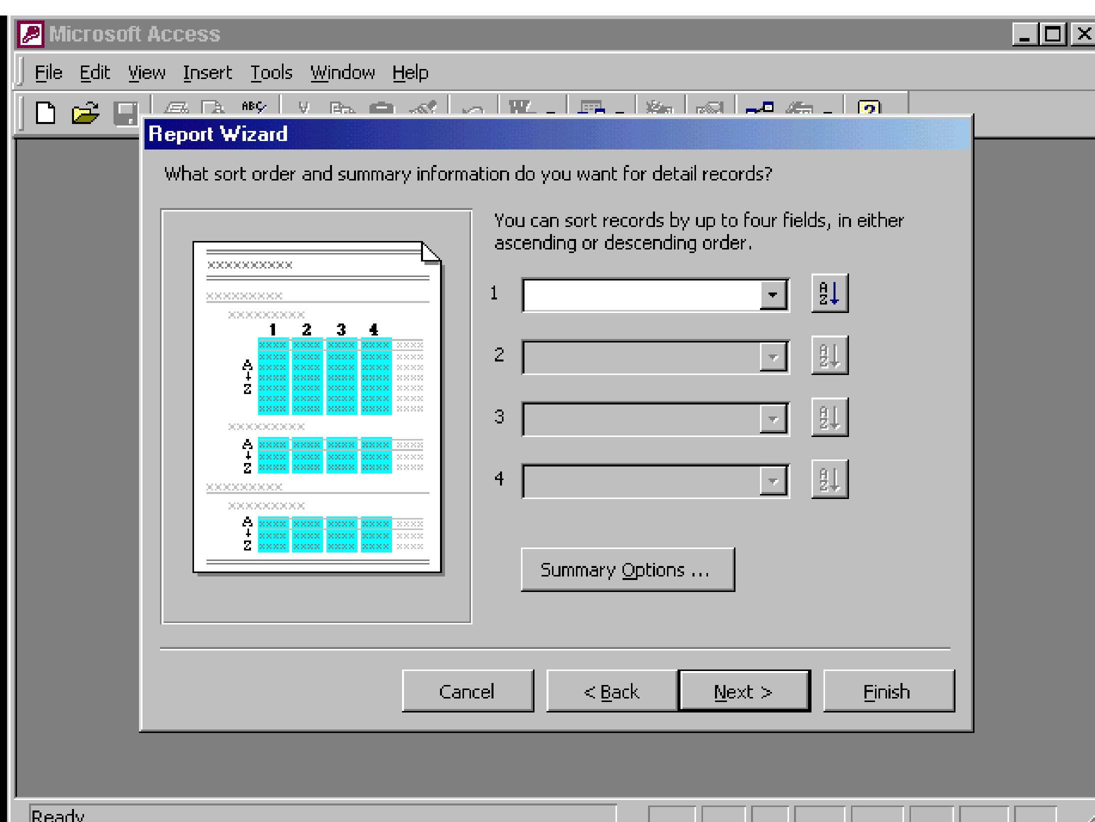


Group the books in this report by authors' surname with books' titles displayed in alphabetical order.

Click Finish when you have made the required changes.

Select Surname → click on  → click next → from the first drop down list

Select Title → click finish



We are compiling tourism statistics.
We need this report to sort results in month order and tell us the minimum number of bed nights sold.
Please carry out the necessary steps so that the report will produce these details.

From the first drop down list select month → click on summary options… button → check the check box in the min column and bed nights row → ok

What summary values would you like calculated?

Field	Sum	Avg	Min	Max
Month	☐	☐	☐	☐
Bed nights	☐	☐	☐	☐

Change the orientation of the print output so that pages will be printed wider than they are tall.

File → page setup → select the page tab → select the landscape

Print pages 4 to 6 in this form, using the current print settings.

Note: This is a simulation and the form will not really be printed.

File → print → select pages → type 4 in the first box → type 6 in the second box → ok

Microsoft Access - [Books by Author]

File Edit View Tools Window Help

75% Close

Books by Author

Nationality	First name	Surname	Title
American			
	Debbie	Silvermann	
			Child Minding
	Katie	Larsen	
			What Do Spiders Do After Dark?
British			
	Annie	Hughes	
			More Adventures of the White Van
			Number 4 in the Trilogy of the White Var
			The Tale of the White Van
			The White Van goes into Orbit
	Joseph	Snyder	
			Two Faced Joe
Canadian			
	Angus	MacDougall	

Page: 1

Ready

Modify the printer settings to print 2 copies of this report.

File → print → in number of copies use the arrows to select 2→ok

How many fields would be necessary to store this record and enable maximum flexibility for data retrieval?

Mr Alan Baker, 21 Liverpool Road, Manchester M54WT.



Type 6

Which of these fields would be best suited to use as the Primary Key for this table?

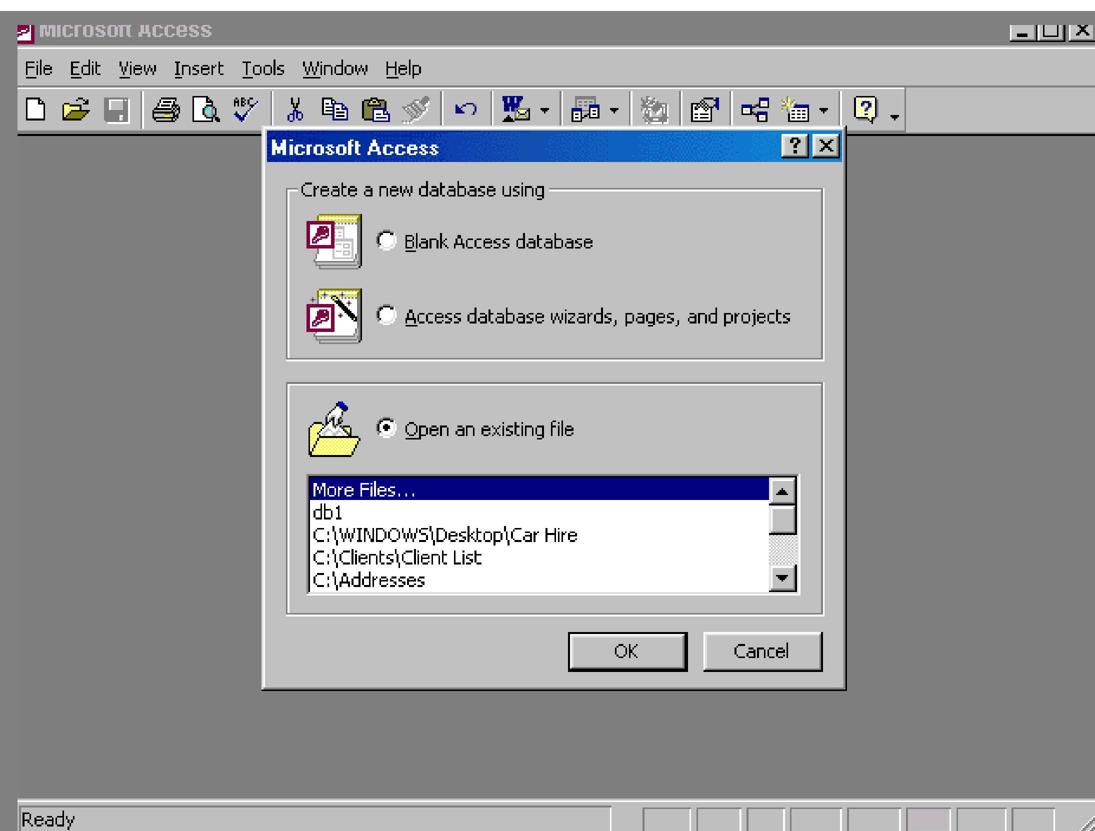
Personnel : Table

Field Name	Data Type
Annual Review	Date/Time
Surname	Text
Pension Scheme	Yes/No
Employee ID	AutoNumber

Field Properties

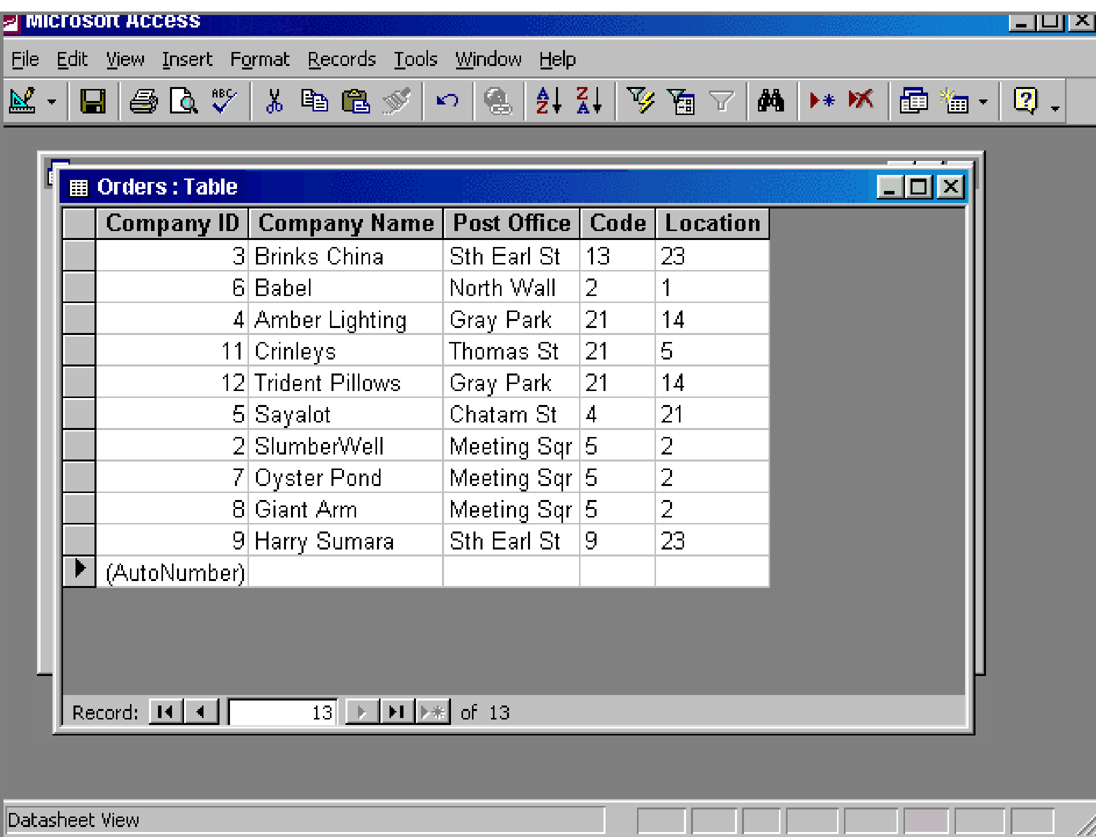
General | Lookup

Select the gray area before the employee ID



Create a database using the option that will enable you to build your database using pre-set options.

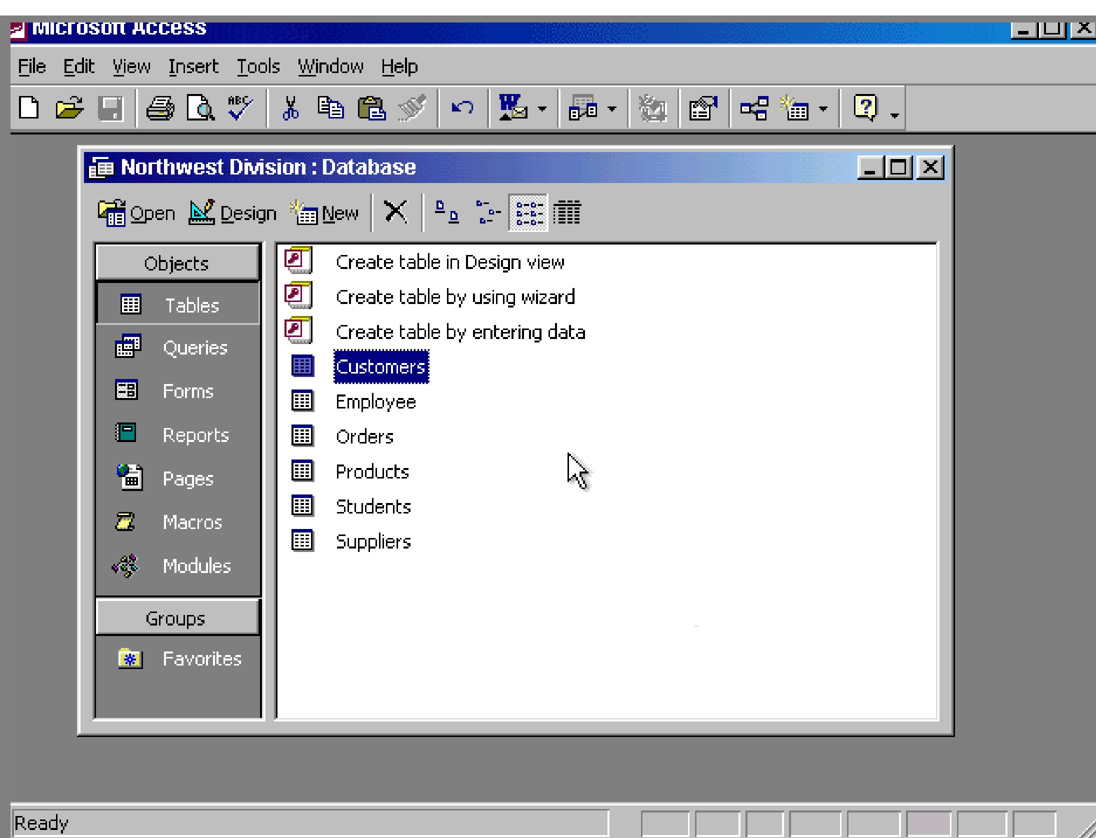
Select Access database wizards, pages, and projects → ok



Company ID	Company Name	Post Office	Code	Location
3	Brinks China	Sth Earl St	13	23
6	Babel	North Wall	2	1
4	Amber Lighting	Gray Park	21	14
11	Crinleys	Thomas St	21	5
12	Trident Pillows	Gray Park	21	14
5	Sayalot	Chatam St	4	21
2	SlumberWell	Meeting Sqr	5	2
7	Oyster Pond	Meeting Sqr	5	2
8	Giant Arm	Meeting Sqr	5	2
9	Harry Sumara	Sth Earl St	9	23
(AutoNumber)				

Switch to Design view.

Click on view tool in the table datasheet toolbar



Create a new table in Design view.

Double click on the create table in Design view

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Patient : Table

Patient ID	First name	Surname	Gender	Date of birth
16	Frederico	Anania	Male	03/19/1964
17	Bruce	Potterton	Male	07/23/1965
18	Eugenie	Plunkett	Female	09/14/1966
19	Rachel	Dreschler	Female	04/07/1974
20	Juan	Eder	Male	11/02/1974
21	Silva	Bandero	Male	01/01/1980
22	Romo	Haziz	Male	06/01/1981
23	Wolf	Chang	Male	06/13/1987
24	Enzo	Morricone	Male	09/06/1989
25	Andrew	Bernstein	Male	06/03/1981
26	Roger	Zen	Male	11/13/1937
27	Daniele	Simpson	Female	08/30/1982
28	Lee Siew	Sim	Female	05/12/1968
29	Georgia	Langan	Female	01/10/1973

Record: 25 of 60

Datasheet View

Navigate directly to the first record in this table.

Click on the button ⏮

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Customer : Table

Customer ID	Company Name	Billing Address	Contact First Name	Contact Last
3	Amber Lighting	Gray Park	Joe	Keily
2	Babel	10a North Wall	Thomas	Reiner
	Brinks China	7 Earl St	Joan	Summers
15	Coffee Galore	Camberwell Lane	Tom	Schofield
4	Crinleys	28 Thomas St	Kumar	Gupta
9	Giant Arm	31 White's Strand	Francesca	Chaney
10	Harry Sumara	31 Smiths Terrace	Lisa	Walkins
8	Oyster Pond	47 Oriel Road	Anna Maria	Simmons
14	Petunia Florists	14 Blackthorn Park	Petunia	Clarke
11	Rest A While	Cookes Corner	James	Ryan
6	Sayalot	Chatam St	Omar	Sahif
7	SlumberWell	Meeting Sqr	Pierre	Vincente
12	Storeys Best	8b Sheffield Way	Joseph	Storey
13	The Vineyard	11 The Retail Centre	John	Curry
5	Trident Pillows	Knowles Alley	Larry	Hinckley

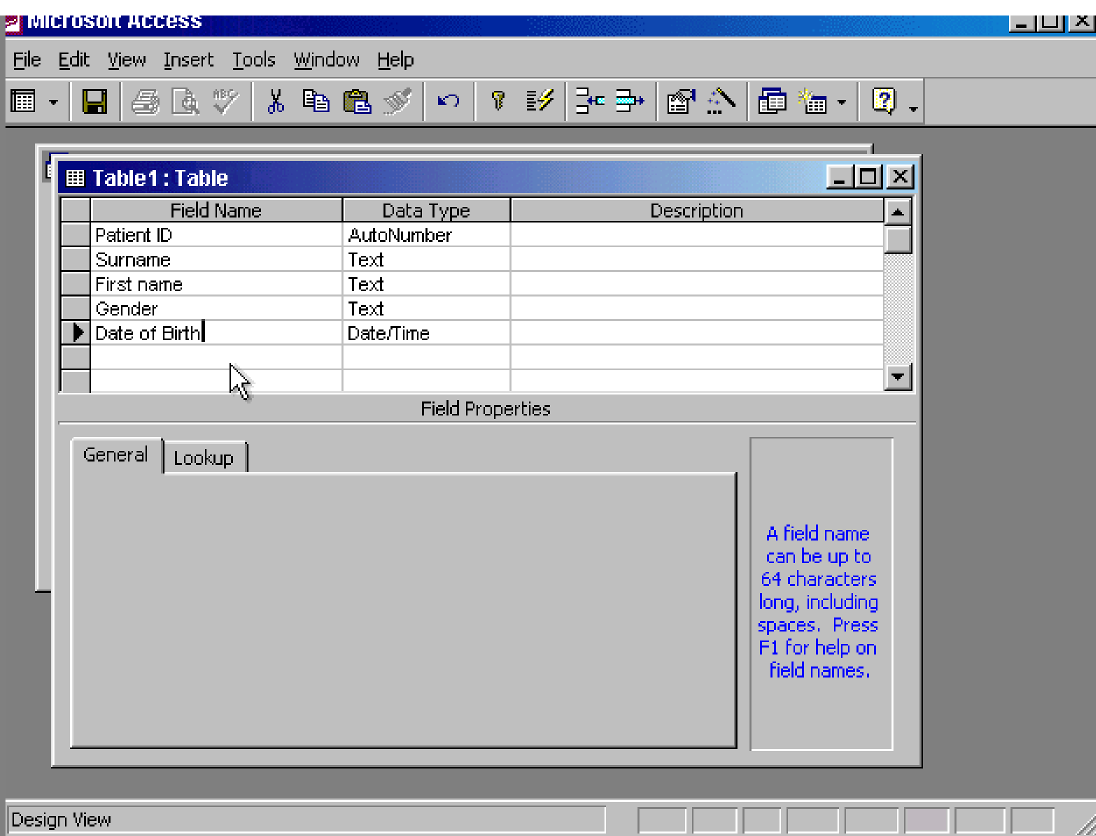
Record: 4 of 15

Datasheet View

A business, Coffee Galore, has moved premises.

Please delete the selected field value, Camberwell Lane, from its record.

Press delete from the keyboard



Make the most appropriate field the **primary key** for this table.

Click on the gray area before the Patient ID → click on the primary key in the table design toolbar

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Patient : Table

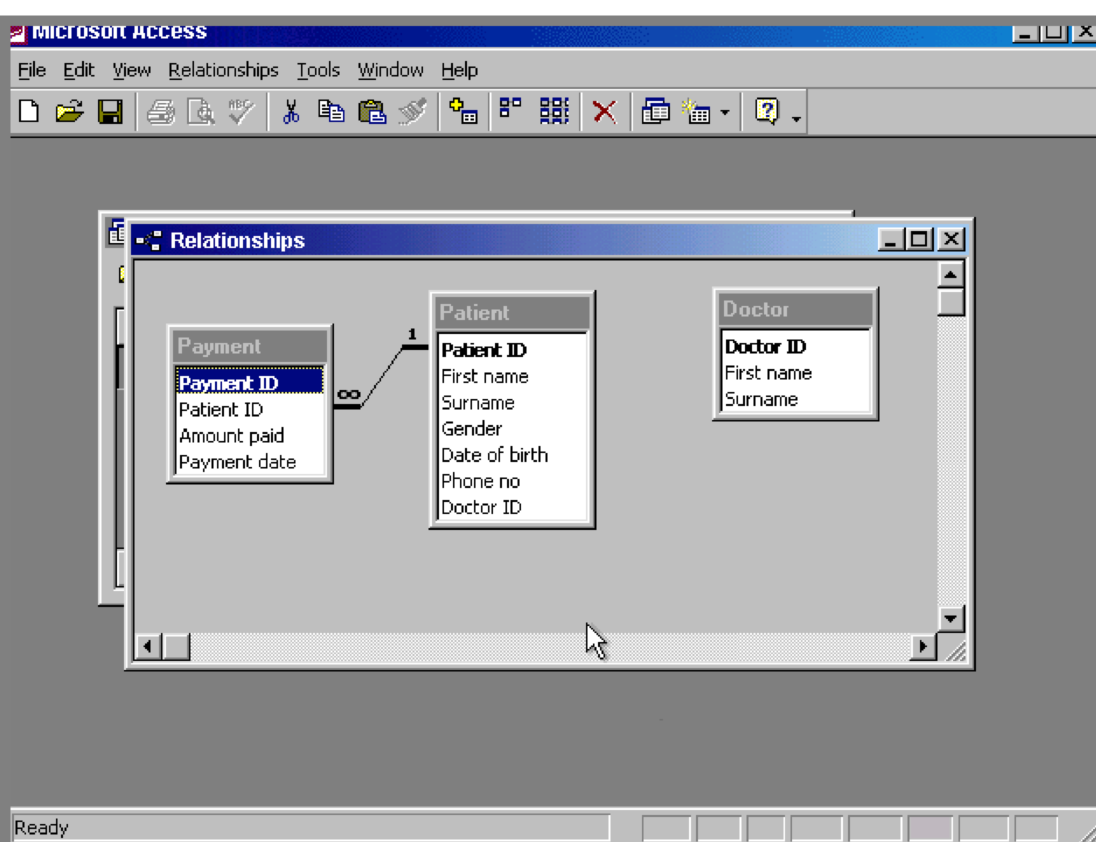
Patient ID	First name	Surname	Phone no	Gender	Date of birth	Doctor ID
1	Alain	Prouse	853-4665	Male	01/23/1950	2
2	Caroline	Zeebacher	876-3452	Female	05/14/1956	1
3	Aaron	Gonzalez	386-4339	Male	02/06/1960	1
4	Graham	Cutter	875-5246	Male	05/14/1960	3
5	Pablo	Perrez	876-4263	Male	12/03/1970	2
6	Martin	Gorma	269-5423	Male	04/03/1973	1
7	Cathryn	Miller	765-5246	Female	02/01/1977	3
8	Didier	Poirrot	876-4235	Male	04/22/1980	2
9	Silva	Gomez	765-4325	Male	06/18/1980	3
10	Stefano	Morton	878-5217	Male	03/14/1981	4
11	Klaus	Merton	876-4253	Male	10/23/1983	4
12	Elena	Andreas	987-5247	Female	04/03/1984	1
13	Carlos	Edelbacher	542-7463	Male	07/26/1973	3
14	Michael	Seeland	987-5118	Male	07/30/1981	1
15	Claudia	O'Neill	876-6258	Female	01/13/1943	4
16	Frederico	Anania		Male	03/19/1964	1

Record: 1 of 60

Datasheet View

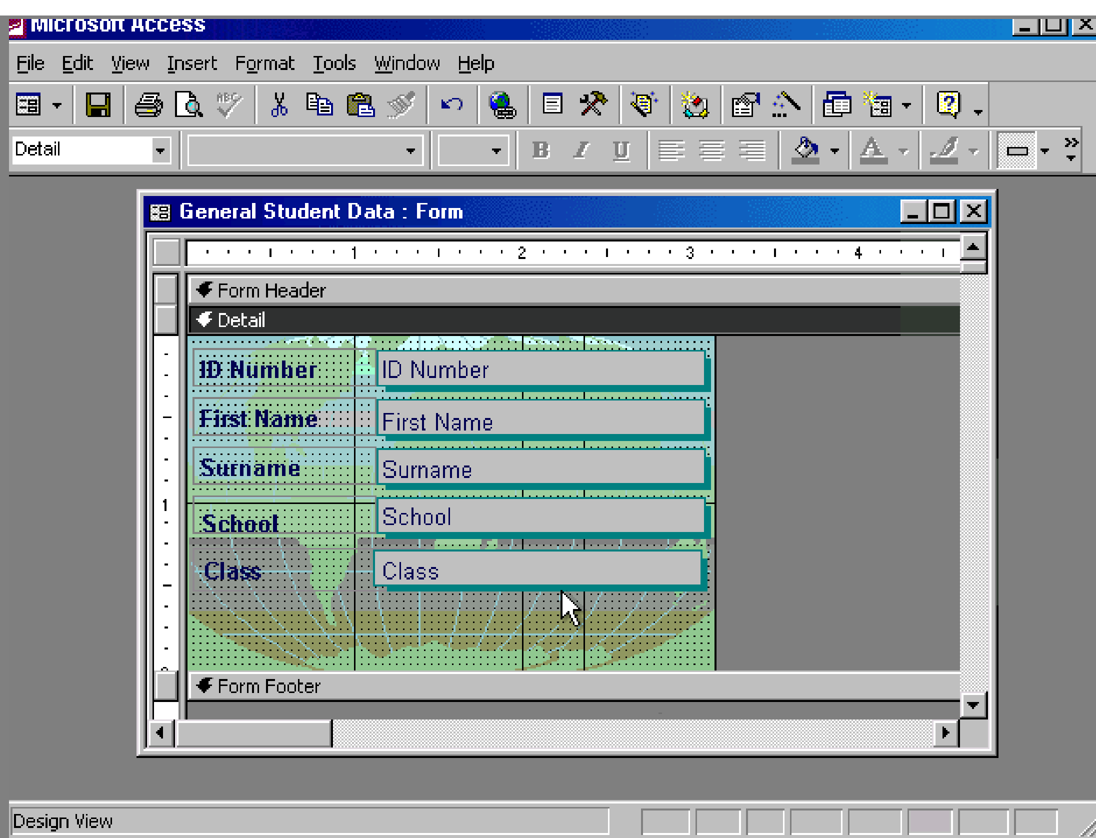
Using click-and-drag, move the selected column to between the Date of birth and Doctor ID fields.

Click on the header of the field and drag it to between the date of birth and doctor id



Delete the one-to-many relationship between the Patient and Payment tables.

Right click on the line → select delete → yes



Delete the text box Class from this form.

Save the changes without closing the form.

Select the gray box that has the word class → press delete from the keyboard → and then click save

Microsoft Access

File Edit View Insert Format Records Tools Window Help

MS Sans Serif 8

Patient

Patient

First name Aaron

Surname Gonzalez

Phone no 386-4339

Date of Birth 02/06/1960

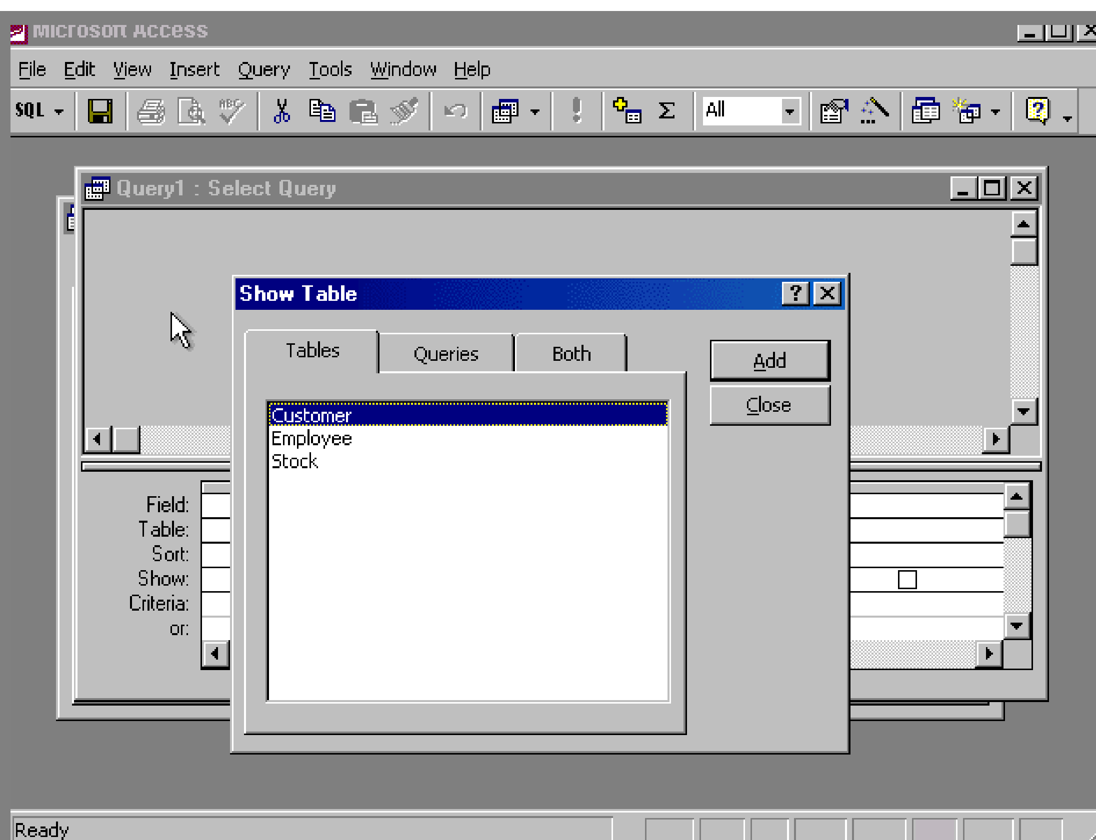
Gender Male

Record: 3 of 60

Form View

Navigate to the next record in this form.

Click on the button 



Make the **Stock** and **Customer** tables the record source for this Query.

Close the Show Table dialog box to complete the exercise.

Click add → select stock → click add → click close

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Patients born before 1962 : Select Query

First name	Patient.Surname	Date of birth	Doctor.Surname
Alain	Prouse	01/23/1950	McConnachie
Caroline	Zeebacher	05/14/1956	Waldron
Aaron	Gonzalez	02/06/1960	Waldron
Graham	Cutter	05/14/1960	Schofield
Claudia	O'Neill	01/13/1943	Singh
Roger	Zen	11/13/1937	Waldron
Naomi	Norris	09/17/1952	Singh
Kathy	Ripley	08/16/1960	McConnachie
Mikel	Abruzzi	01/23/1932	Waldron
Dominique	Kealy	07/29/1932	Singh
Pietro	Roberts	12/01/1948	McConnachie
Rodrigo	Orioli	02/07/1953	Singh
Scott	Siebs	05/09/1954	Schofield
Frances	Brady	11/03/1957	Waldron
Ann-Marie	Ricardo	07/31/1951	McConnachie

Record: 1 of 16

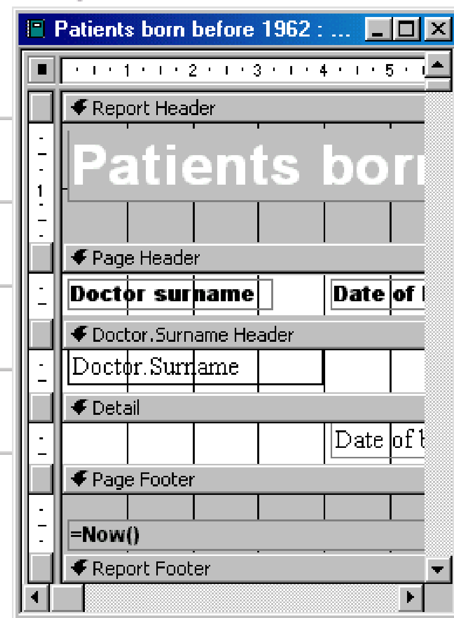
Datasheet View

This query shows all patients born before 1962.
Change it so that the date of birth will not be visible in the query results.

Click on the view tool → uncheck the date of birth

Which **two** of the following statements about the layout of data fields and headers are **true**?

- ○ To move a field and its heading, you just need to move the Page Header.
- ○ You can change the layout of a report in Print Preview.
- ○ You must use Design View to change the layout of a report.
- ○ You can rearrange the order of fields in a report using the Sorting and Grouping dialog box.
- ○ The order in which you add fields in the Wizard sets how they display in the report.



- o **You must use design view to change the layout of a report**
- o **The order in which you add field in the wizard sets how they display in the report**

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Patient : Table

Patient ID	First name	Surname	Gender	Date of birth	Phone
1	Alain	Prouse	Male	01/23/1950	853-4665
2	Caroline	Zeebacher	Female	05/14/1956	876-3452
3	Aaron	Gonzalez	Male	02/06/1960	386-4339
4	Graham	Cutter	Male	05/14/1960	875-5246
5	Pablo	Perrez	Male	12/03/1970	876-4263
6	Martin	Gorma	Male	04/03/1973	269-5423
7	Cathryn	Miller	Female	02/01/1977	765-5246
8	Didier	Poirrot	Male	04/22/1980	876-4235
9	Silva	Gomez	Male	06/18/1980	765-4325
10	Stefano	Morton	Male	03/14/1981	878-5217
11	Klaus	Merton	Male	10/23/1983	876-4253

Record: 1 of 60

Favorites

Datasheet View

Print 1 copy of the first 5 records in this table using the default printer.

Note: This is a simulation and the datasheet will not really be printed.

File → print → select selected records → ok

Which data type is most appropriate for a postal code field such as **M54WT?**

- Number
- Text
- Date/Time
- AutoNumber

o

- **Text**

Which **two** of the following statements about indexes are **true**?

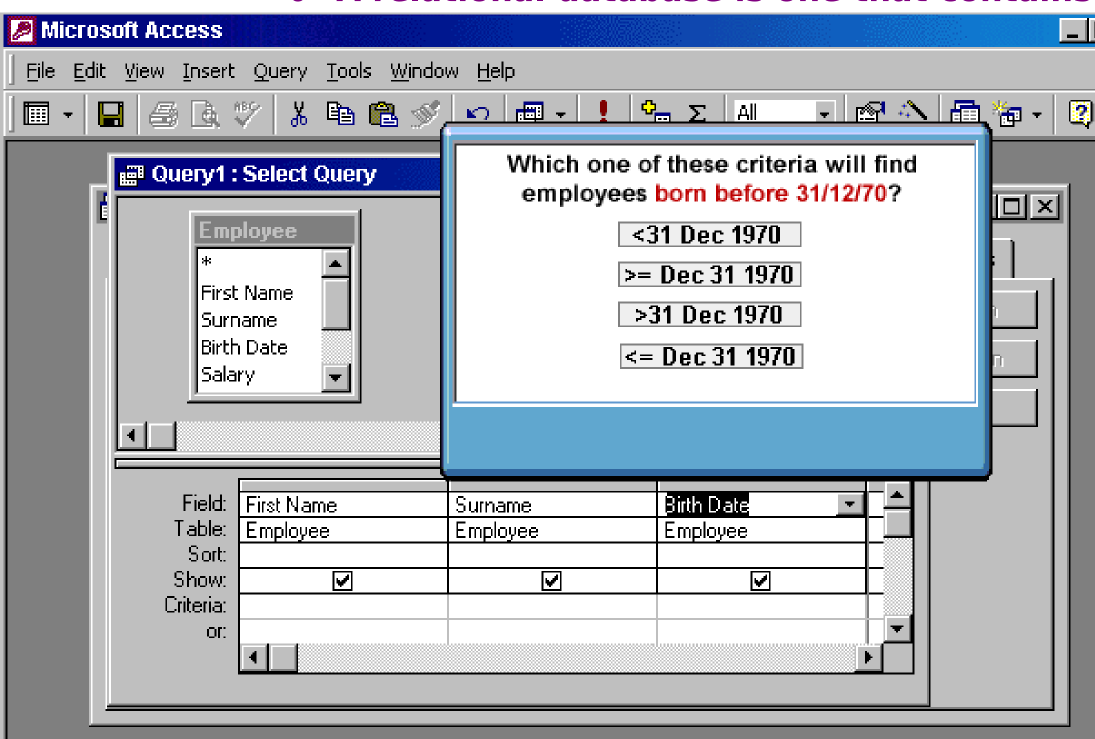
- An index is used to list all the fields in a database.
- You can index any field no matter what its data type is.
- You should index a field that is frequently sorted.
- If an index is used it slows down database searches.
- Indexing is especially useful when working with large tables.

- **You can index any field no matter what its data type is**
- **Indexing is especially useful when working with large tables**

Which **two** of these statements about relational databases are **true**?

- ○ A non-relational database can be searched more efficiently than a relational database.
- ○ A relational database is easier to maintain than a non-relational one.
- ○ In relational databases the need for data duplication is increased.
- ○ Smaller linked tables are harder to manage than one big one.
- ○ A relational database is one that contains linked tables.

- o **A relational database is easier to maintain than a non relational one**
- o **A relational database is one that contains linked tables**



<31 Dec 1970

Employee: Table

	First Name	Surname	Birth Date	Salary	Days Sick	Home Phone	Address 1
▶	Harry	Sumara	23-Sep-71	27,000	1	01-4733160	
	Gwen	Mati	23-May-70	23,000	1	01-4546112	
	Robert	Wilson	06-Sep-49	17,000	1	01-6741892	
*				0	0		

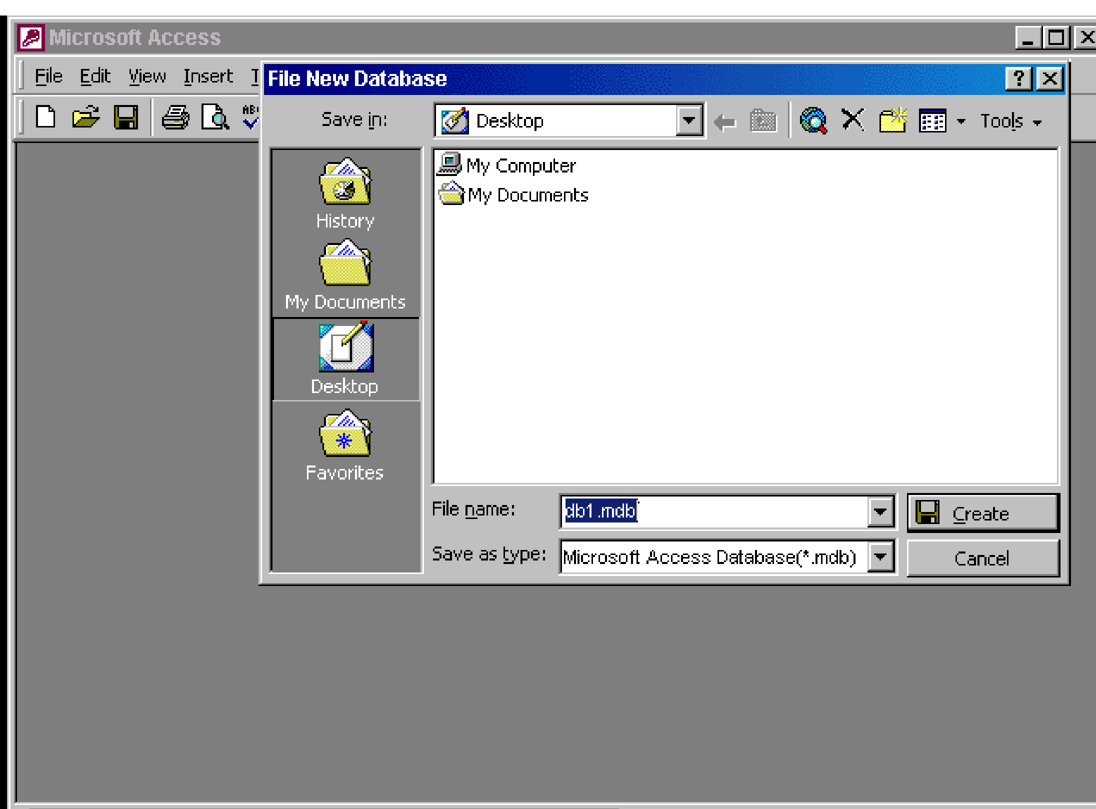
Record: 1 of 31 (Filtered)

Datasheet View FLTR

A **Filter by Selection** has been applied to this table.

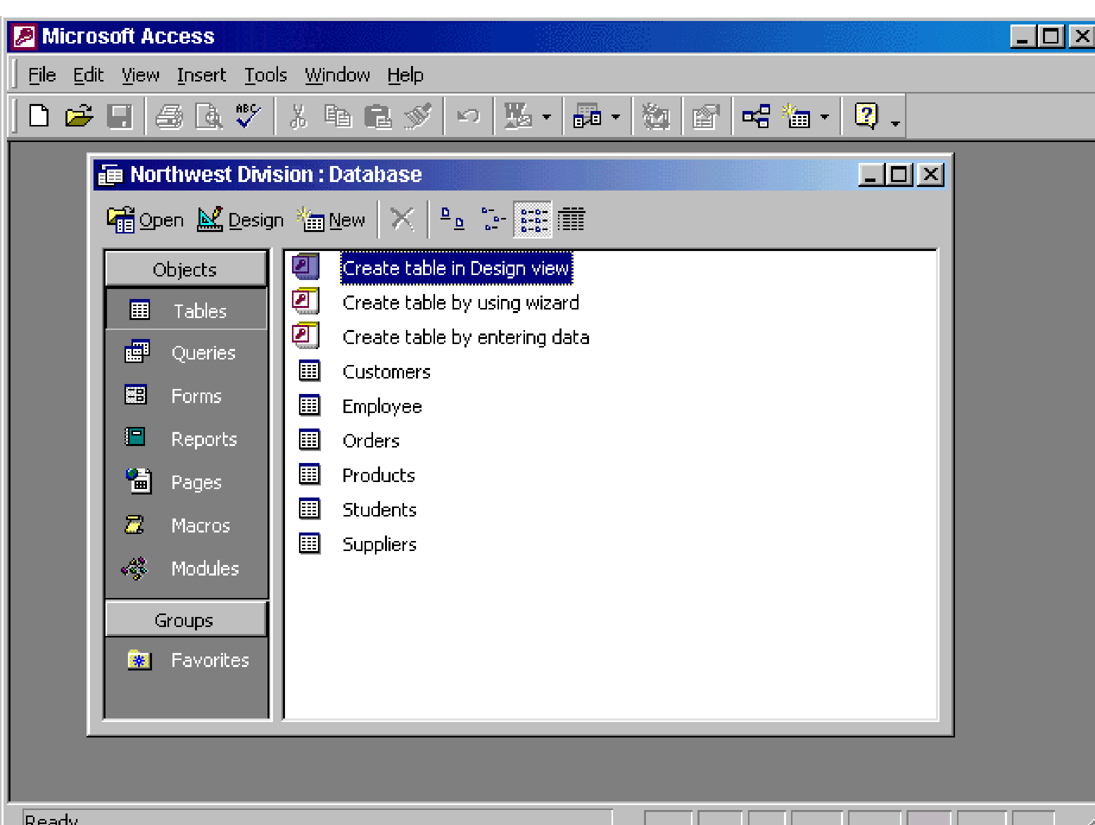
Remove the filter.

Click on the remove filter tool from the table datasheet toolbar



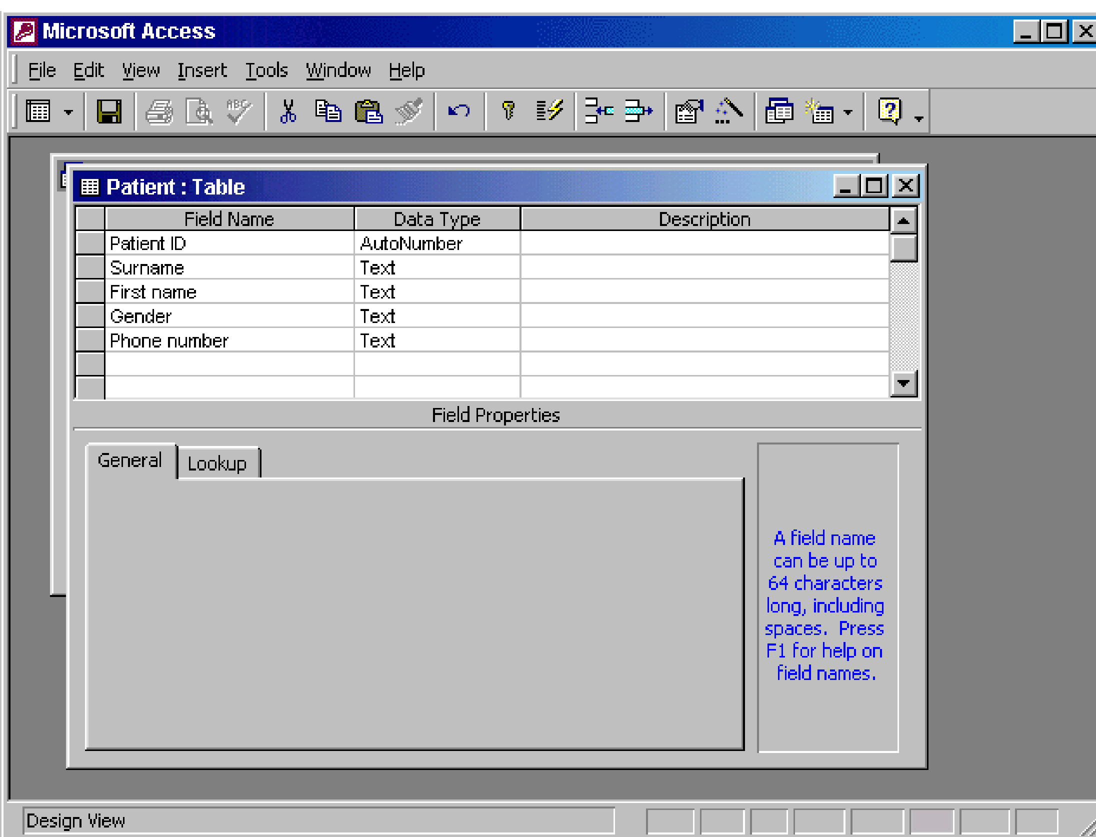
Save this database as Books into the My Documents folder.

Select My Documents → type Books in the file name → press create



Close the Northwest Division database without closing Microsoft Access.

File → close



Add an empty field above the First name field in this table.

Put the cursor in the first name field → Insert → rows

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Patient : Table

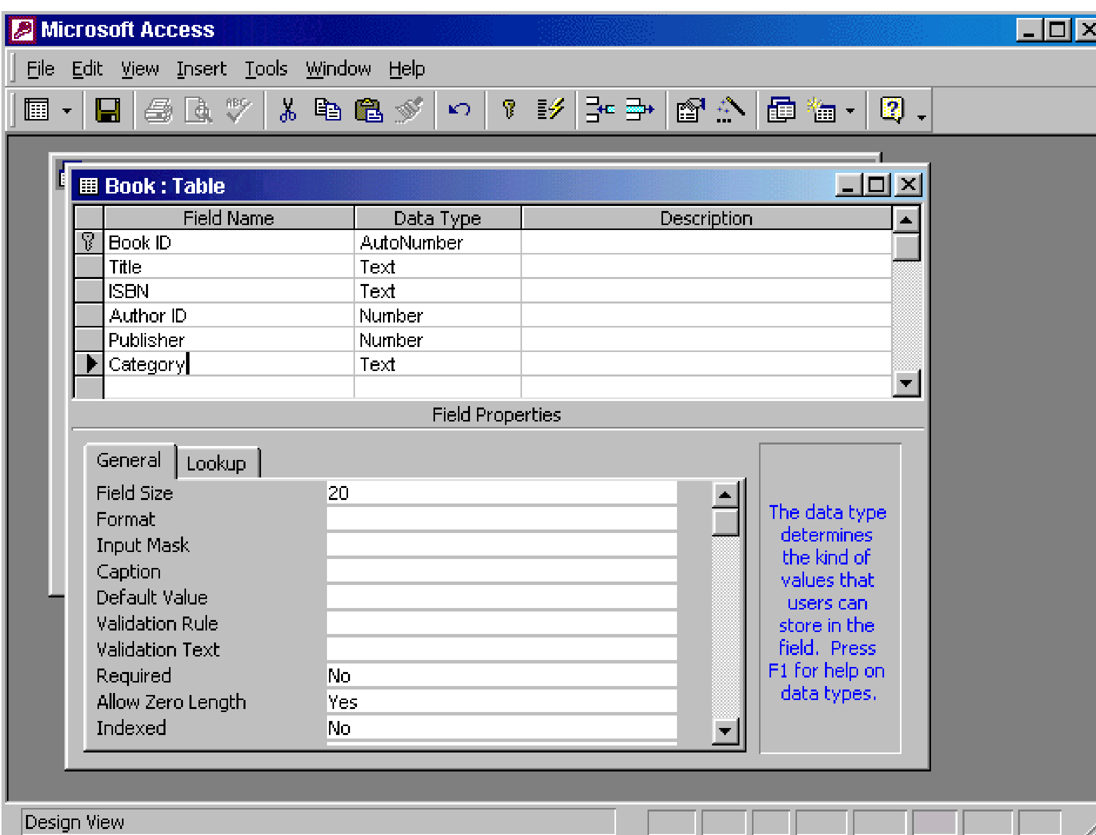
Patient ID	First name	Surname	Gender	Date of birth
1	Alain	Prouse	Male	01/23/1950
2	Caroline	Zeebacher	Female	05/14/1956
3	Aaron	Gonzalez	Male	02/06/1960
4	Graham	Cutter	Male	05/14/1960
5	Pablo	Perrez	Male	12/03/1970
6	Martin	Gorma	Male	04/03/1973
7	Cathryn	Miller	Female	02/01/1977
8	Didier	Poirrot	Male	04/22/1980
9	Silva	Gomez	Male	06/18/1980
10	Stefano	Morton	Male	03/14/1981
11	Klaus	Merton	Male	10/23/1983
12	Elena	Andreas	Female	04/03/1984
13	Carlos	Edelbacher	Male	07/26/1973
14	Michael	Seeland	Male	07/30/1981

Record: 1 of 60

Datasheet View

Navigate directly to record 25 in this table.

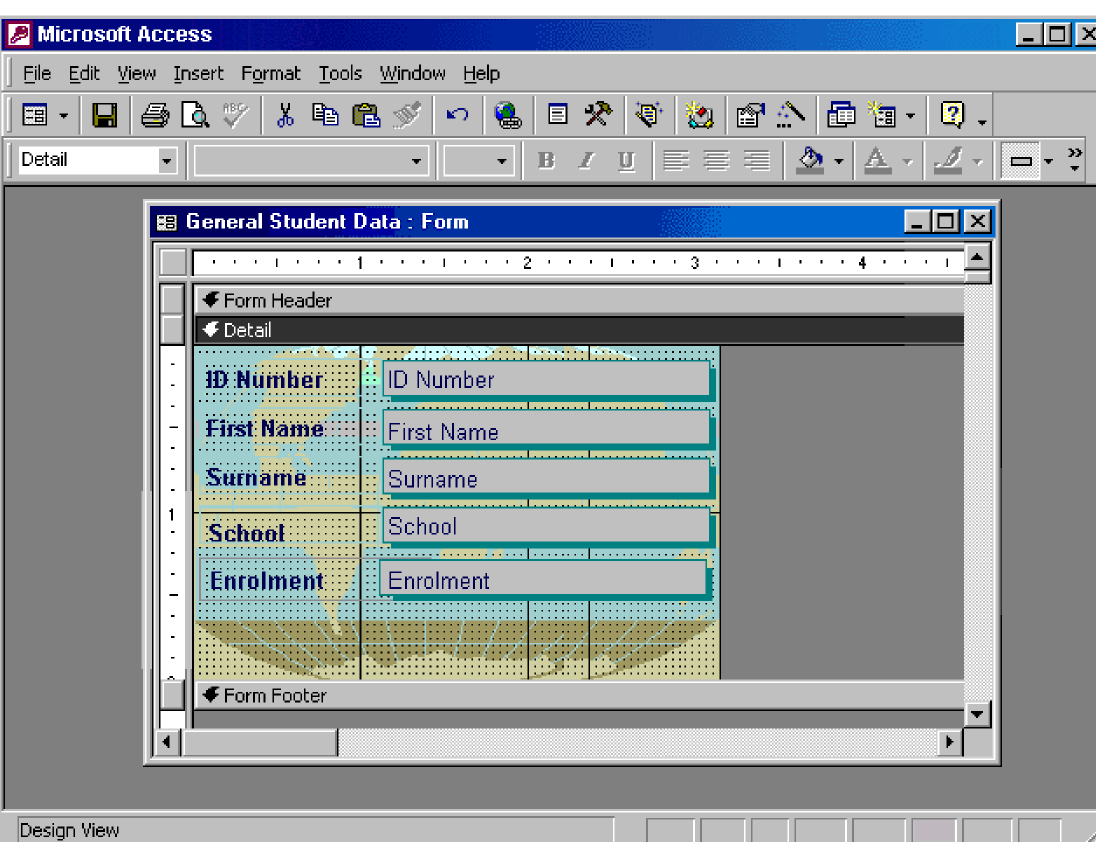
Put the cursor in this box 1 and delete 1 and type 25 →
press enter from the keyboard



Enter a validation rule to ensure entries into this field must be either the words Full-time or Part-time.

Press Enter when you are finished.

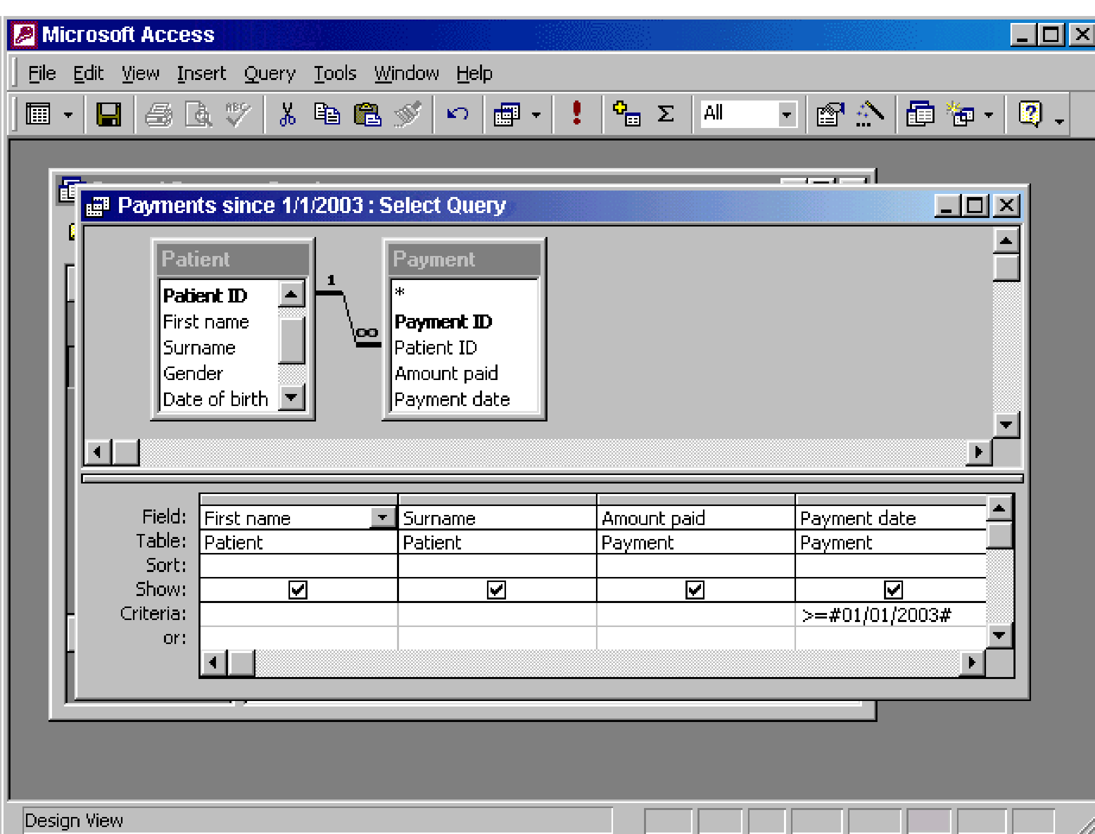
Put the cursor in the validation rule → type Full-time or Part-time → press enter from the keyboard



Delete both the label and text box Enrolment from this form.

Save the changes without closing the form.

Select the gray box that contains the word Enrolment → press delete from the keyboard → click on the save button



This query has been designed to find all patients who have made payments since January 1, 2003.

Run this query now.

Click on this button 

- Changing the field size property for the Surname field to 7 won't change the existing data.
- Data will be processed faster if you increase the field size for the Surname field.
- You cannot change the Surname field size because data has already been entered in the table.
- Changing the Surname field size property to 40 will not change existing data.

Employee : Table

Field Name	Data Type
Surname	Text
Status	Text

Field Properties

General | Lookup

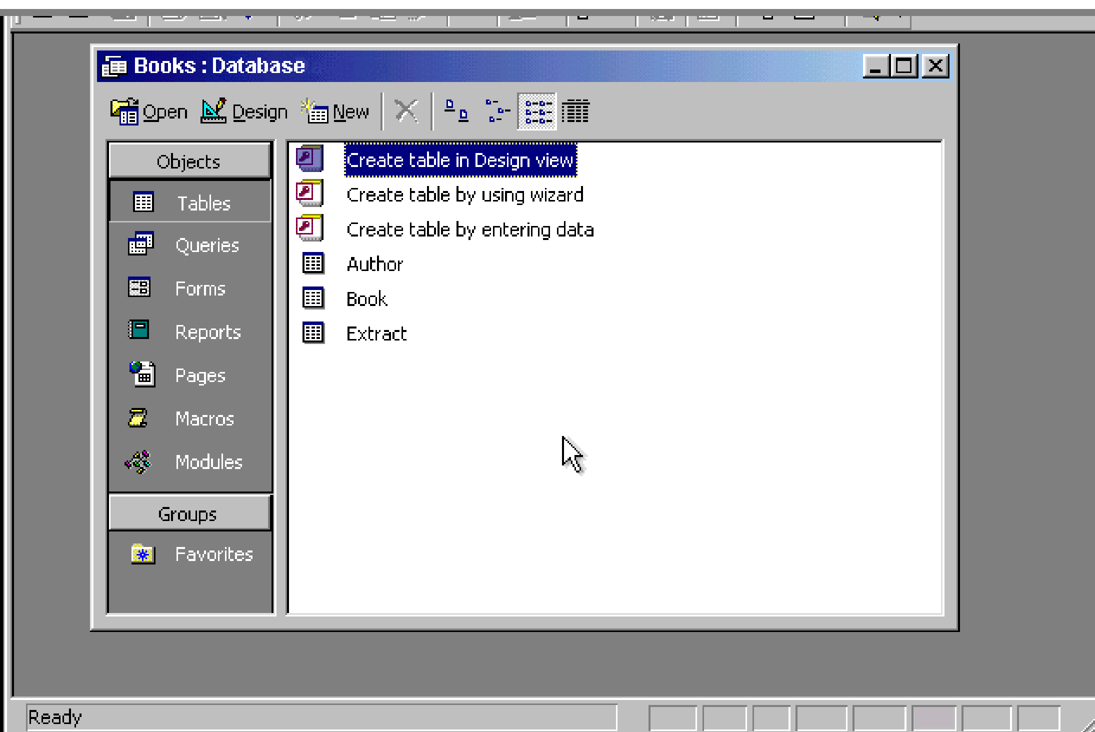
Field Size	30
Format	

Employee : Table

First name	Surname
Bruce	MacDonald
Eugenie	Plunkett
Rachel	Dreschler

Record: 1

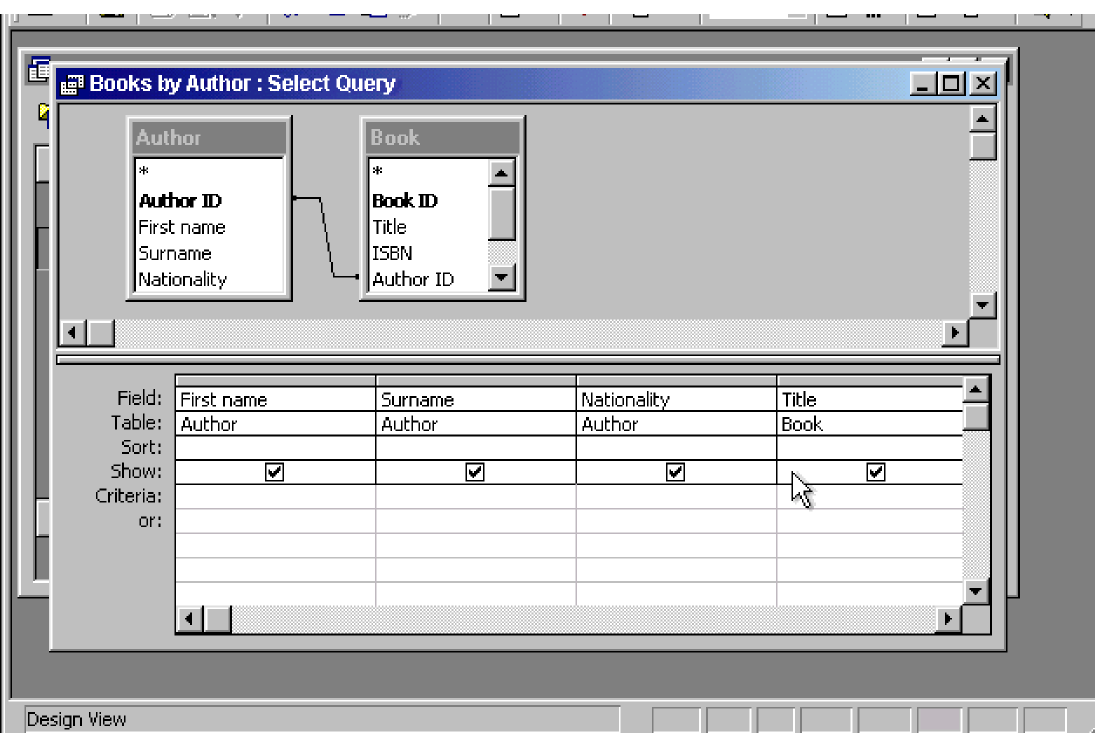
- **Changing the surname field size property to 40 will not change existing data**



One extract from each book is stored in the Extract table.

Set up a one-to-one relationship between the Book and Extract tables.

Click on the relationships tool → select the field Book ID from the Extract table and drag it to the field Book ID from the Book table



Find books by all authors who are not Russian.

Press Enter when you are finished.

In the Nationality column put the in the criteria box → type <> Russian → press enter from the keyboard

Books by Author : Select Query

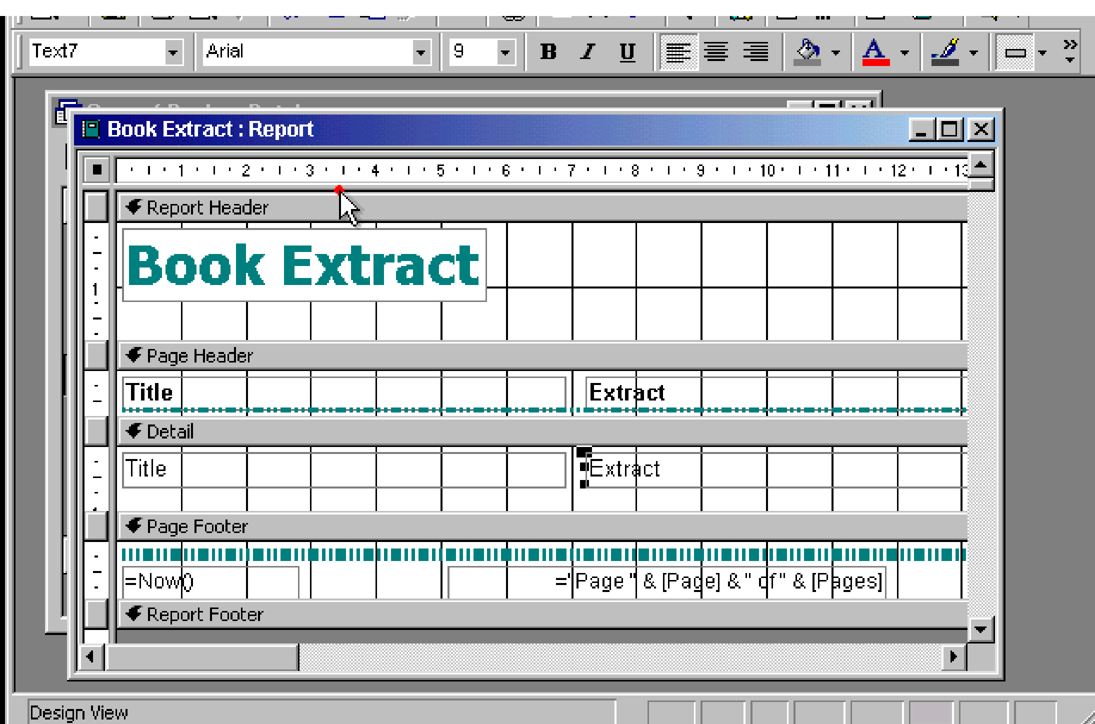
First name	Surname	Nationality	Title
Susan	Smith	Irish	Flowers For Fluffy
Pablo	Ortega	Spanish	Sailing Rough Seas
Pablo	Ortega	Spanish	Bella Donna
Pierre	Fournier	Canadian	The Trolls Revenge
Katie	Larsen	American	What Do Spiders Do After Dark?
Debbie	Silvermann	American	Child Minding
Nikolai	Barinov	Russian	Reading Tolstoy
Nikolai	Barinov	Russian	Quoting Shakespearean Sonnets
Nikolai	Barinov	Russian	The Russians and Poetry
Iago	Cabezon	Spanish	The White Horses of Seville
Iago	Cabezon	Spanish	History of The Alhambra
Angus	MacDougall	Canadian	Black Coffee
Joseph	Snyder	British	Two Faced Joe

Record: 13 of 20

Datasheet View

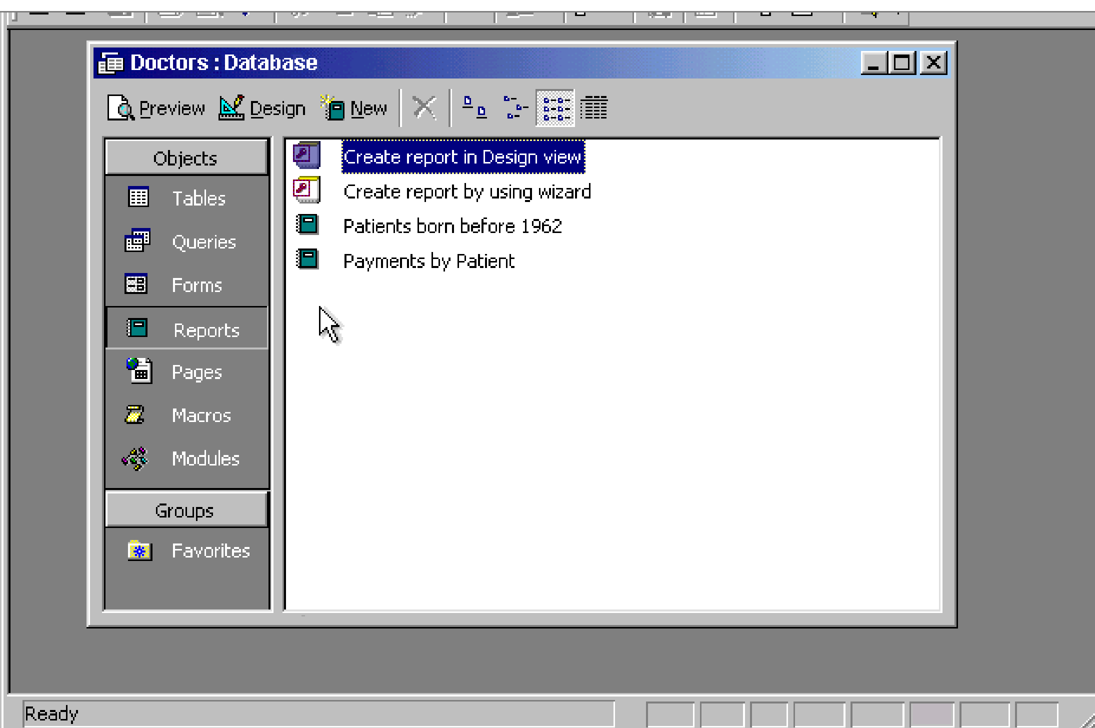
Sort these records so that authors with surnames beginning with A would display at the top of the datasheet.

Click on the sort ascending tool



Delete the control for the date from this report.

Select =Now() **and then press delete from the keyboard**



Open the Payments by Patient report in Print Preview.

Select the payments by patient → click on preview

Patient : Table

Patient ID	First name	Surname	Gender	Date of birth	Phone
1	Alain	Prouse	Male	01/23/1950	853-4665
2	Caroline	Zeebacher	Female	05/14/1956	876-3452
3	Aaron	Gonzalez	Male	02/06/1960	386-4339
4	Graham	Cutter	Male	05/14/1960	875-5246
5	Pablo	Perez	Male	12/03/1970	876-4263
6	Martin	Gorma	Male	04/03/1973	269-5423
7	Cathryn	Miller	Female	02/01/1977	765-5246
8	Didier	Poirrot	Male	04/22/1980	876-4235
9	Silva	Gomez	Male	06/18/1980	765-4325
10	Stefano	Morton	Male	03/14/1981	878-5217
11	Klaus	Merton	Male	10/23/1983	876-4253

Record: 1 of 60

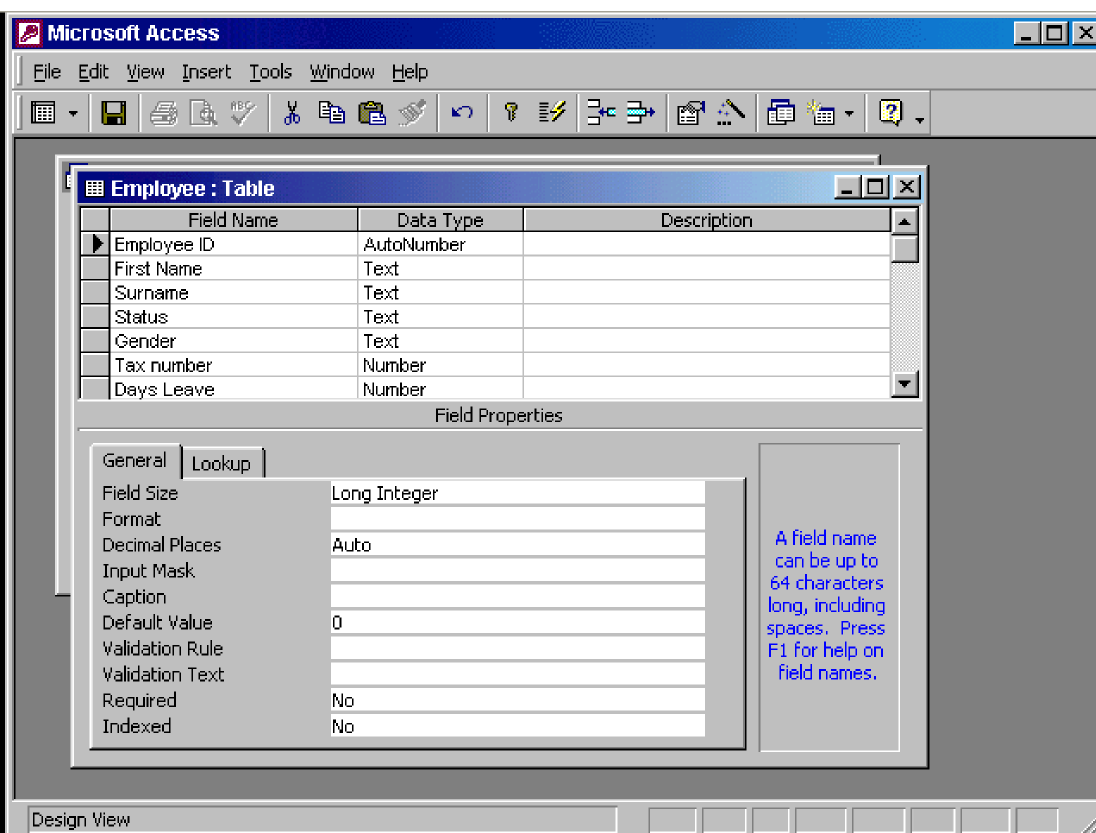
Favorites

Datasheet View

Print 1 copy of the first 5 records in this table using the default printer.

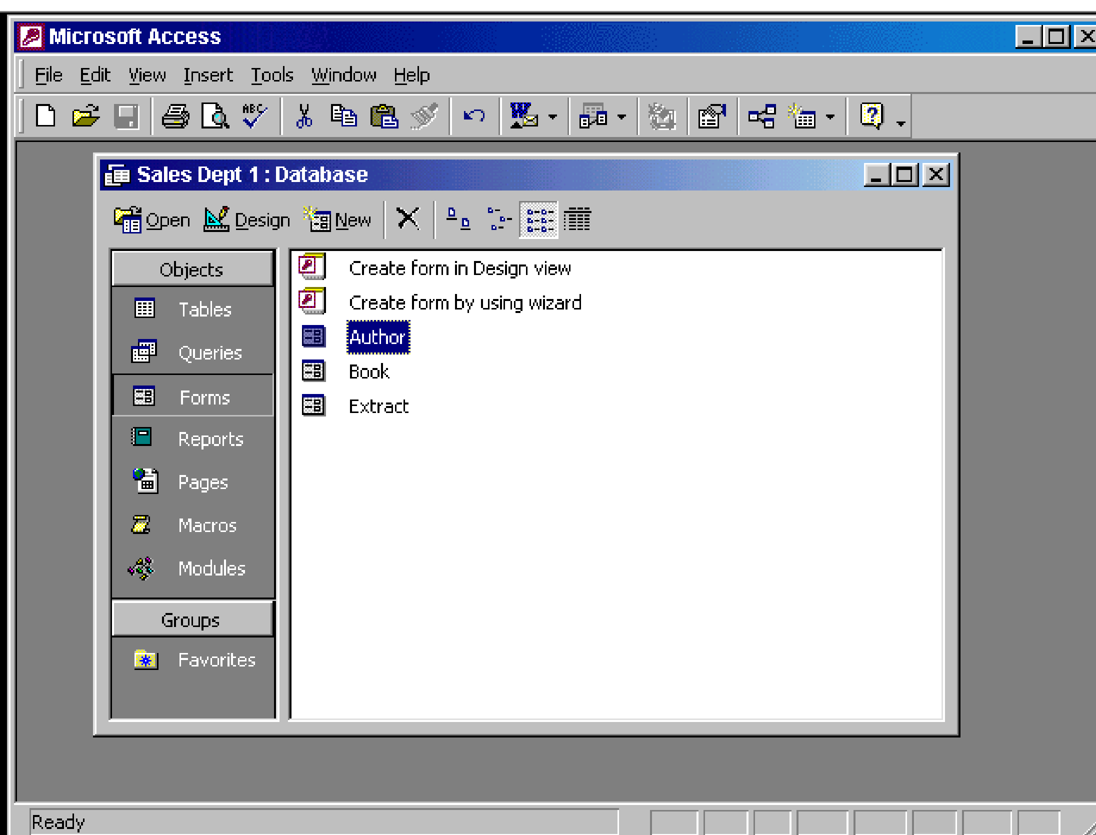
Note: This is a simulation and the datasheet will not really be printed.

Select the first five records → file → print → select selected records → ok



Carry out the necessary steps to ensure that you can enter half-days in the Days leave field.

In the field size box use the drop down list → select single



Access the option that would enable you to create a new query without the help of the Simple Query Wizard.

Select Queries from the objects pane → double click on create query in design view

Database		Not a Database

Sales catalogue
Student register
Novel
Shopping list
Customer Records

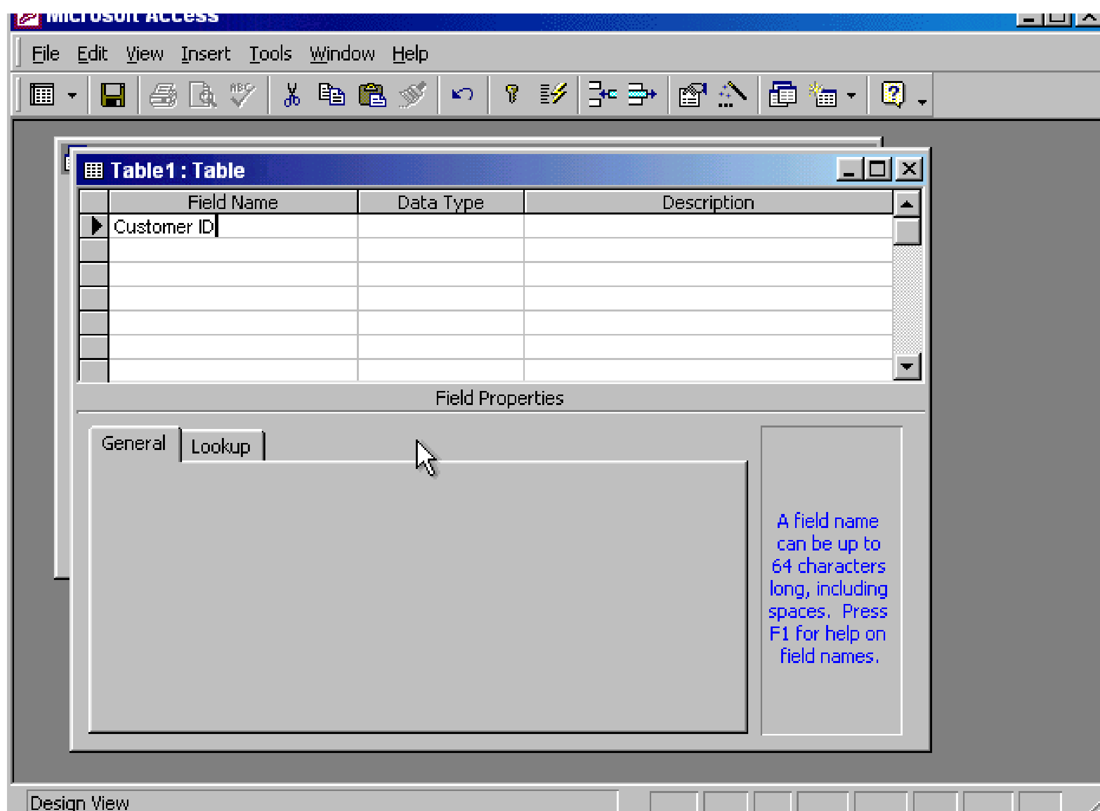
Sales catalogue
Student register
shopping list
Customer records

novel

Which **two** of the following statements are **true**?

- <100 will find values that are greater than 100.
- >=10 will find values that are greater than or equal to 10.
- >=Sep 30 1950 will find dates that are equal to or before Sep 30th 1950.
- <=Oct 31 1956 will find dates that are equal to or after Oct 31st 1956.
- <Jan 1 1965 AND > Dec 31 1963 will find all dates in 1964.

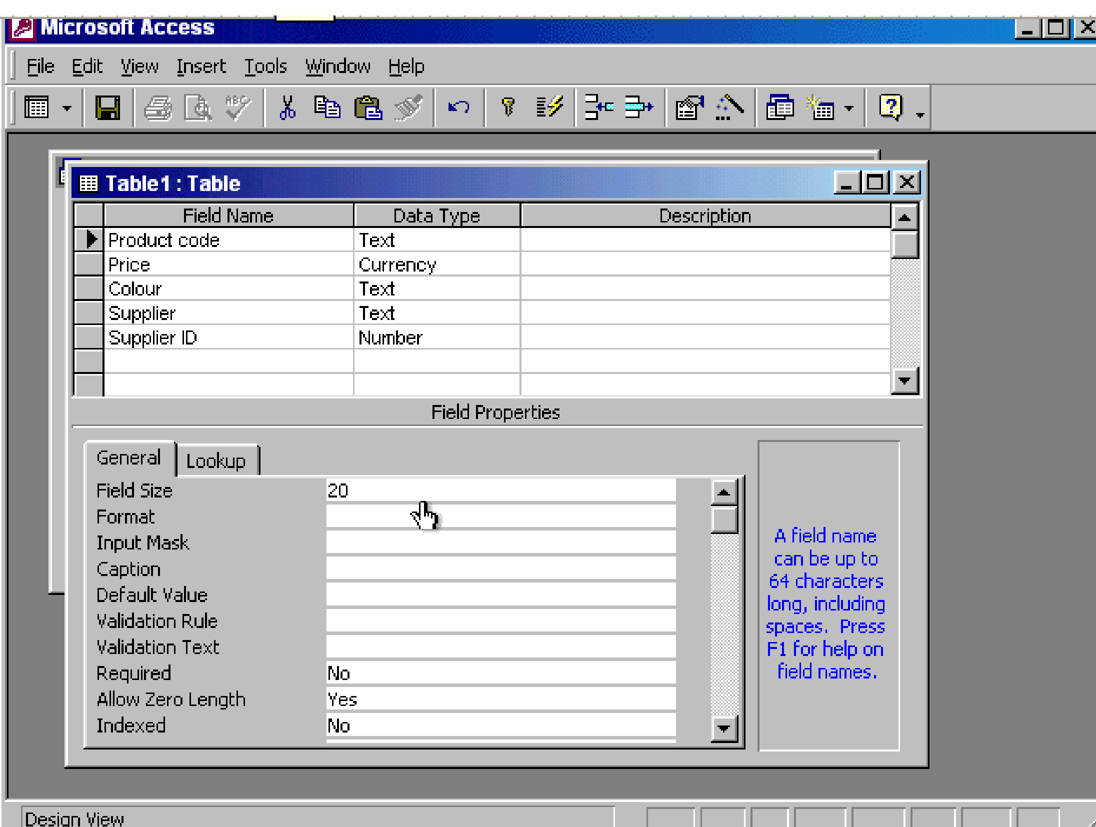
- **>= 10 will find values that are greater than or equal to 10**
- **<Jan 1 1965 And > Dec 31 1963 will find all dates in 1964**



Select the data type that will automatically assign a unique Customer ID number to each new customer.

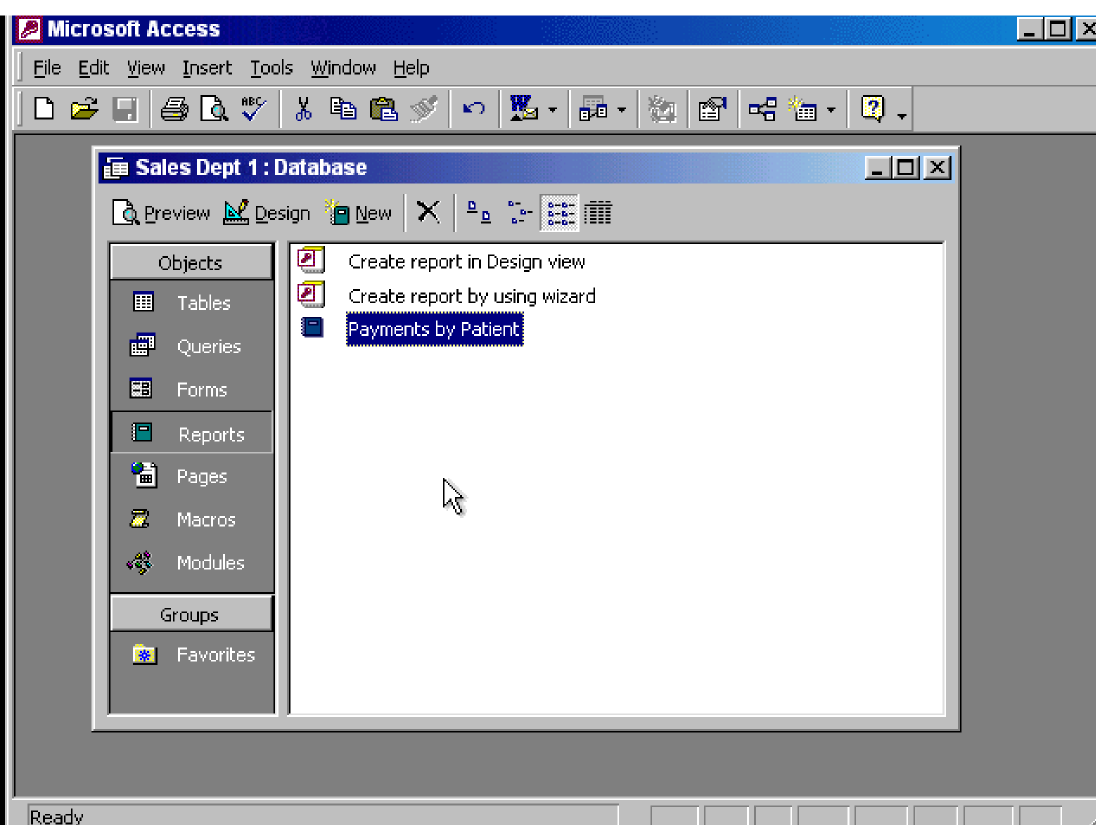
Move to the next cell when you have finished.

In the data type column → use the drop down list and select Auto number → press tab from the keyboard



The Product code field contains a unique reference for each product.
This field will be used in a lot of searches, so we should index it.
Create a suitable index for this field.

Put the cursor in the indexed box → from the drop down list select yes (No Duplicates)



Create a new query using the Simple Query Wizard.

Select Queries from the object pane → double click on create query by using wizard

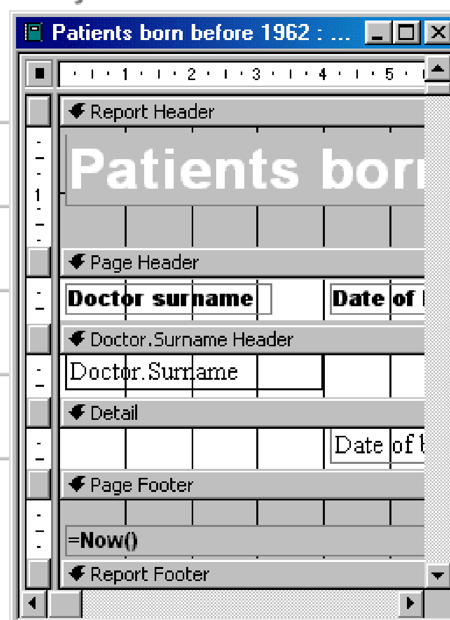
Which **one** of the following is **not** a database?

- ○ A telephone directory
- ○ A sales catalogue
- ○ A newsletter
- ○ A price list

- o **A newsletter**

Which **two** of the following statements about the layout of data fields and headers are **true**:

- ○ You can change the layout of a report in Design View.
- ○ The order in which you add fields in the Wizard sets how they display in the report.
- ○ If you move a Page Header control, the associated Detail control will move with it.
- ○ You can change the layout of a report in Print Preview.
- ○ You can rearrange the order of fields in a report using the Sorting and Grouping dialog box.



- o **You can change the layout of a report in design view**
- o **The order in which you add fields in the wizard sets how they display in the report**